

**Oklahoma City Police Department
Recruiting FAQ's**

Q: How do I apply?

A: An interested applicant may download an application from www.joinokcpd.com, go to any police facility, or request that an application be mailed by calling the Recruiting Office at 405-297-1116. After the application is completed, you can mail it to any of the addresses listed on the application or take it to any location in person.

Q: Does my application have to be notarized?

A: Yes, if you are unable to locate a notary, there are notaries at all of the police facilities during regular business hours. The page that has to be notarized should NOT be signed until the notary is able to witness your signature.

Q: After an applicant submits their application, how long does the hiring process take?

A: The time it takes to be hired as a police officer varies and depends on when the next police academy is scheduled.

Q: How long is the academy and is it a paid position?

A: Hired applicants will begin employment as a Police Recruit with the Oklahoma City Police Department. An Academy lasts approximately 28 weeks and is a non-residential academy. You are a paid employee while you attend and your uniforms and equipment are supplied to you.

Q: What is the age limit for a police recruit?

A: The age requirement is between the ages of 21 and 45, which is set by the Oklahoma Police Pension and Retirement System. An applicant must be 21 by the start date of the academy.

Q: Does an applicant have to be a U.S. Citizen to apply?

A: Yes, U.S. citizenship is a requirement.

Q: Does the Oklahoma City Police Department accept lateral transfers?

A: No, lateral transfers are not accepted.

Q: Is a college degree required?

A: The Oklahoma City Police Department requires a high school diploma or GED. However, at least sixty college credit hours are required to test for the rank of Lieutenant and a Bachelor's Degree to test for the rank of Captain.

Q: What does the Physical Fitness Examination (PFE) require?

A: The Physical Fitness Examination includes:

- A. 300 meter run to be completed in 68 seconds or less**
- B. 27 sit ups in 1 minute or less**
- C. 18 push ups with no time limit**
- D. 1.5 miles in 15 minutes, 20 seconds or less**

The results of the PFE are good for one year. Should an applicant fail, they will be allowed to re-take it after a 6-month period.

When the PFE is given, there is a ten-minute rest period between each event. It is recommended that the applicant practice the event in this manner. If an applicant is in need of assistance in preparing for this event, they may contact the Recruiting Office and speak to a Recruiter who can offer suggestions on how to prepare for the PFE. The PFE is the minimum standard required to enter the application process. If hired, the applicant will be expected to perform at a level significantly greater than the minimum standard. Recruit officers are required to pass the PFE 3 times during the Academy.

Q: Is there a written examination?

A: Yes, the applicant must pass this test with a minimum score of 70%.

The timed exam covers five areas:

- 25 multiple-choice vocabulary and word usage questions**
- 20 multiple-choice reading recall and comprehension questions**
- 25 multiple-choice basic math questions**
- 10 cognitive definition and logic measurements**
- Visual Memory/Report Writing**

If applicant fails the test, they may retake it one additional time within a 12-month period.

Q: How long does an officer have to work as a patrol officer before they are eligible to transfer to a specialized unit?

A: All officers have to work in Patrol for a minimum of three years after new hire probation to be eligible for transfer. New hire probation ends one year from Academy graduation.

Q: Does the Oklahoma City Police Department have a take-home car program?

A: Yes, a police officer is eligible for this program after they have completed their probationary period. The program is based on seniority. Officers must reside within the city limits to be eligible.

Q: How does bankruptcy or other financial difficulties affect the hiring process?

A: Financial stability is analyzed on a case-by-case basis. The applicant has to show that they are meeting their financial obligations and does not have excessive collections or other financial problems.

Q: Does the Oklahoma City Police Department have a college tuition reimbursement program?

A: Yes, officers who have successfully completed the Academy and the Field Training Program may be eligible to participate in the College Tuition Reimbursement Program. Eligible officers will be reimbursed 100% of their tuition costs for courses which are satisfactorily completed with a grade of C minus or above up to a maximum of \$1000.00 per semester.

Q: What benefits are provided by the City of Oklahoma City?

A: The City provides health, dental, life and eye care insurance plans. The employee also acquires paid vacation and sick leave.

Q: What is the promotional process for the Oklahoma City Police Department?

A: To test for the rank of Sergeant an officer must have completed 4 years after their initial probation period. You must be a Sergeant for 2 years to test for the rank of Lieutenant and Lieutenant for 3 years to test for the rank of Captain.

Q: Is there a tattoo policy?

A: Yes, newly hired employees may not have tattoos that are visible while wearing any departmental uniform or traditional business attire. Departmental uniforms include, but will not be limited to the recruit uniform, Class A, Class B, Class C uniforms, and any specialty unit uniforms having shorts in lieu of long pants. Newly hired employees with tattoos visible on their leg(s) will not be allowed to work in a specialty unit that has shorts as part of the uniform.

MORE HELPFUL INFORMATION

1. Don't do drugs: or if you do, stop now!

Most agencies allow for some high school experimentation, but beyond that, a candidate will be disqualified.

2. Don't let alcohol use creep up on you!

Alcohol is a drug, which leads to a whole host of disqualifying areas; fighting, DUI's, poor health, etc.

3. Protect your driving privilege!

Agencies look at the number of tickets you have received, vehicle accidents and license suspensions. Also disqualifying is failure to carry proper insurance.

4. Make fitness a way of life!

Law Enforcement is a strenuous job in which your safety can depend upon you being physically fit.

5. Pay your bills!

Agencies regard how you handle your finances as a way to determine your level of responsibility and maturity.

6. Honesty is its own reward!

Sure, it's an old fashioned phrase, but many candidates are eliminated for stealing or lying. If a person is not honest, he/she has no business being a police officer.

7. Sharpen your writing skills!

People underestimate how important writing is to a police officer. Many candidates are screened out for poor grammar, punctuation, spelling, etc.

8. Your job history is critically important!

No matter what job you have, make a good impression on your employer; it will pay off dividends when background investigations are conducted.
AVOID TERMINATIONS!

9. Strengthen your self-esteem!

We need officers who are assertive, self confident, outgoing, personable and interact well with all people. These factors are directly related to your self-esteem.

10. Set your values and be true to them.

Peer pressure is a very powerful force, but the real test for a person is the ability to be true to him/her self.