



BEVERLY HILLS POLICE DEPARTMENT

Employment Guide

(Updated September 2015)



TABLE OF CONTENTS

A CHIEF’S MESSAGE.....	3
LAW ENFORCEMENT CODE OF ETHICS.....	4
DEPARTMENT MISSION, VISION & VALUES.....	5
DEPARTMENT INFORMATION.....	7
APPLICATION PROCESS.....	8
APPLICATION PROCESS DETAIL.....	9
DISQUALIFIERS FOR APPLICANTS.....	16
MOST FREQUENTLY ASKED QUESTIONS.....	19
DISCLAIMER.....	22



A MESSAGE FROM CHIEF DAVID SNOWDEN

Thank you for considering a career with the Beverly Hills Police Department. Now is such an exciting time to be in Law Enforcement. Technology is changing the way we do business. These advancements have allowed us to expand the methods and practices we use to provide effective Community Policing and a safe environment for our citizens.

We are looking for highly motivated Police applicants who will be able to use this new technology as well as traditional police methods in the fight against crime.

Today's police officers must be able to adapt to our ever changing environment and develop innovative solutions in helping to solve community problems.

If any of us here at the Beverly Hills Police Department can be of assistance to you at any time during the police officer selection process, please contact Personnel and Training Bureau (310) 285-2135.

Chief David Snowden



[Click for Video](#)

LAW ENFORCEMENT CODE OF ETHICS

“As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation; the peaceful against violence or disorder; and to respect the constitutional rights of all persons to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; be constantly mindful of the welfare of others; and be honest in thought and deed in both my personal and official life. I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or what is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence, and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession... law enforcement.”

DEPARTMENT MISSION, VISION & VALUES

MISSION STATEMENT

It is the mission of the Beverly Hills Police Department to provide superior law enforcement service, while making our community the safest place for all people to live, work and visit.

VISION

It is the vision of the Beverly Hills Police Department to become the model organization of the law enforcement profession through an uncompromising dedication to public service and continuous improvement in hiring, technology and law enforcement techniques.

VALUES

Respect

We value the rights of all people and promote mutual trust in our community.

Proactive

We work collaboratively to fulfill our paramount duty: the protection of life and property, the prevention and detection of crime, the apprehension and prosecution of criminals and the relentless pursuit of justice.

Organizational Excellence

We value our employees and strive for personal and professional excellence through training and teamwork in an open and innovative environment.

Leadership

We empower and motivate our employees to lead through continuous improvement, creative problem solving and proactive thinking.

Integrity

We value honor and truthfulness and hold ourselves to the highest standards of moral and ethical conduct.

Spirit of Partnership

In connection with our community and other City Departments, we are dedicated to demonstrating a spirit of partnership through compassion, enhancing the quality of life for everyone.



DEPARTMENT INFORMATION

The Beverly Hills Police Department is an accredited agency, which employs approximately 127 sworn police officers and 60 civilian police personnel. All new officers begin their careers in the Patrol Bureau after completing the 26-week police academy. After an 18-month probationary period an officer can bid for the shift they wish to work based on seniority. After receiving patrol experience, officers can develop specialized skills in many areas.

Some of these areas are:

POLICE OFFICER POSITIONS

- S.W.A.T.
- K-9 Officer
- Special Tactics Unit
- Bicycle Unit
- High TECH Crimes
- Motorcycle Detail
- Crime Suppression Unit
- Detectives



Promotions are available to officers after three years of service. A written examination and an oral interview are required before being placed on a promotion list.

CIVILIAN POSITIONS

- Communications
- Parking Enforcement Dispatcher
- Property
- Records
- Forensics
- Senior Management Analyst
- Executive Assistant
- Crime Analyst
- Specialist
- Range Master
- Cadet
- Traffic Control Officer
- Administrative Clerk

APPLICATION PROCESS

The Beverly Hills Police Department makes every effort to recruit the most qualified candidates for all positions. To ensure this, a series of examinations and testing procedures have been developed.

Listed below are the procedures an applicant must undergo prior to being considered for employment as a police officer.

1. Online Application
2. Written Test
3. Physical Ability Test (P.A.T.)
4. Preliminary Background Interview
5. Initial Interview
6. Interview with Police Command Staff
7. Polygraph Examination & Background Investigation
8. Conditional Offer of Employment
9. Psychological Testing and Medical Evaluation
10. Offer of Employment

Following successful completion of all procedures, an applicant will be placed on an eligibility list. When employed, an officer will serve as a probationary employee for a period of up to 18 months at which time they may be granted regular employment status.

Listed below are the procedures an applicant must undergo prior to being considered for employment as a civilian employee.

1. Online Application
2. Written Test
3. Preliminary Background Interview
4. Interview (May Include More Than One)
5. Polygraph Examination
6. Background Investigation
7. Conditional Offer of Employment
8. Psychological Screening (May Include This)
9. Medical Evaluation (May Include This)
10. Offer of Employment

APPLICATION PROCESS DETAIL

ONLINE APPLICATION

Applicants can apply online by visiting www.beverlyhills.org/apply.

WRITTEN TEST

The CA POST PELLETB written test is administered by a designee of the City of Beverly Hills to police officer applicants.

All applicants will be required to show photo identification to gain admittance into the testing area. The applicant must maintain photo identification at all times throughout the testing process in the event a question of eligibility should arise. Failure to supply some form of formalized identification card, with photograph, such as a driver's license or state identification card will result in the elimination of the applicant from employment consideration.

Applicants who receive a t-score of 50 or greater will be eligible to continue in the selection process.

PHYSICAL ABILITY TEST

The examination itself consists of 4 events designed to measure endurance, strength, and agility. Each event is individually scored and a passing score must be attained in each to continue to the next event. If you fail an event, you will be dropped from further participation at that point.

Applicants who do not pass the PAT exam can reapply after 6 months.

Below is a list of all four parts, not necessarily in order. This is a **PASS/FAIL** test. Failure of any one section is a disqualification. You should wear rubber-soled shoes and clothing suitable for the following listed activities.

DESCRIPTION OF TASKS [Click for Video](#)

- **Wall Scale:** Run a total of 150 feet, and then scale a smooth wall, six feet high. [Click for Video](#)
- **Maintain Grip:** Run a total of 150 feet, then take an overhand grip on a chinning bar and hang free for 60 seconds (one re-grip per hand is permitted). [Click for Video](#)
- **Weight Drag:** Run 50 feet to a dead weight of 140 lbs. (dummy). [Click for Video](#)
- **Endurance Run:** Run as many laps as possible in 12 minutes on a ¼ mile track (minimum of **6 laps** to pass). [Click for Video](#)

NOTE: During the PAT, BHPD personnel may ask questions about individual applicant's experience, knowledge, and other pertinent information.

PRELIMINARY BACKGROUND INTERVIEW

At this point, a preliminary background questionnaire will be provided and reviewed with a background investigator. The areas of focus will be Applicant's driving history, criminal history, illegal drug use and other pertinent information.

INITIAL INTERVIEW

Interviews will be scheduled for applicants who successfully pass the written exam and the physical ability test.

Applicants are evaluated on character traits and abilities in the following areas:

1. Integrity

- Honesty
- Impartiality
- Trustworthiness
- Protection of Confidential Information
- Moral/Ethical Behavior

2. Impulse Control/Attention to Safety

- Safe Driving Practices
- Attention to Safety
- Impulse/Anger Control

3. Substance Abuse and Other Risk-Taking Behavior

4. Stress Tolerance

- Positive Attitude and Even Temper
- Stress Tolerance and Recovery
- Accepting Responsibility for Mistakes

5. Confronting and Overcoming Problems, Obstacles, and Adversity

6. Conscientiousness

- Dependability/Reliability
- Personal Accountability and Responsibility
- Safeguarding and Maintaining Property, Equipment, and Belongings
- Orderliness, Thoroughness, and Attention to Detail
- Initiative and Drive
- General Conscientiousness

7. Interpersonal Skills

- Social Sensitivity
- Social Interest and Concern
- Tolerance
- Social Self-Confidence/Persuasiveness
- Teamwork

8. Decision-Making and Judgment

- Situation/Problem Analysis
- Adherence to Policies and Regulations
- Response Appropriateness
- Response Assessment

9. Learning Ability

10. Communication Skills

- Oral Communication
- Written Communication

Standard sets of questions are asked of each applicant and the applicant is scored based on their answers. An opportunity is provided for the applicants to present their strong points and verbalize why they would be an asset to the Beverly Hills Police Department.

Upon successfully passing the initial interview, the applicants will receive a multi-page "Pre-Employment" background questionnaire which will be completed and submitted to the background investigator prior to the next step in the interview process, which is an oral interview with the Command Staff. Failure to supply the information requested results in an automatic disqualification. Additionally, applicants are required to supply certificates of high school graduation, high school and college transcripts, a copy of their social security cards, Military DD 214 (if applicable), and a copy of their driver's license.

The personal history form and all requested documents are examined and evaluated against a list of automatic disqualifiers established by the City of Beverly Hills. Any finding of automatic disqualifiers eliminates the applicant from further consideration. A basic summary of automatic disqualifiers can be found on page 15-17.



INTERVIEW WITH POLICE COMMANDER

Once applicants pass the written exam, physical ability test, the initial interview and have no background disqualifiers, they may be interviewed by the Police Commander or designee.

POLYGRAPH EXAMINATION & BACKGROUND INVESTIGATION

Applicants who pass the Police Commander interview will receive a multi-page “In-depth Personal History Form” (intensive background form) which is required to be completed and returned at the time of the initial meeting with your background investigator. Failure to supply the information requested results in an automatic disqualification.

In addition to the background investigation, each applicant is required to undergo a pre-employment polygraph examination. A qualified polygraph examiner employed by the City of Beverly Hills Police Department administers the test. The polygraph examination is designed to show an applicant as being “truthful.” All of the questions posed to the applicant during the examination are discussed with the applicant prior to the actual testing.

At this point, an extensive background investigation is undertaken which consists of personal contacts and phone contacts with listed references, school teachers, administrators, employers, co-workers, neighbors, unlisted references that can be located, spouse, ex-spouses and friends. Additionally, an applicant’s current financial responsibility is checked, past credit history examined, and criminal history checks are made.

CONDITIONAL OFFER OF EMPLOYMENT

The completed background investigation file is sent to Command staff for their review and determination on whether the applicant continues forward in the employment process. If the candidate is approved, a conditional offer of employment is made in writing, contingent upon passing a psychological and medical exam.

PSYCHOLOGICAL TESTING AND MEDICAL EVALUATION

Each applicant receiving a conditional job offer is required to undergo an extensive medical examination to ensure their physical condition and ability to perform the duties and function required of this profession. **During this examination a mandatory drug and alcohol screen is administered.**

If an applicant is determined to be “not qualified,” the applicant will be notified that they have been removed from the employment process. Applicants are also required to undergo a psychological evaluation.

These tests are scored, rated and used to evaluate applicants’ mental and emotional ability to perform police work. The psychological interview will be conducted by the City’s designated mental health professional.

OFFER OF EMPLOYMENT

Applicants who successfully pass the psychological test and medical evaluation will receive a written formal offer of employment with the City of Beverly Hills Police Department. At this point, employment and Police Academy start dates for entry-level candidates will be determined. Lateral candidates will be scheduled to begin their field training.



DISQUALIFIERS FOR APPLICANTS

Below is a list of the most common areas that may disqualify an applicant for a position with Beverly Hills Police Department. However, other information or facts revealed during the background investigation may also be sufficient to disqualify a candidate. If you have a question regarding any of these areas, please contact the Personnel and Training Bureau at (310) 285-2135.

The guidelines below relate to the actual illegal use of drugs and are not intended to exclude those persons who are not illegally using drugs.

These guidelines are not comprehensive and are subject to change without notice.

SUBSTANCE ABUSE

An applicant will be disqualified for illegal substance use within a prescribed time frame and/or that is beyond what is considered experimental by the Beverly Hills Police Department.

For example:

- Use of marijuana within the last 36 months
- Use of cocaine, heroin, or LSD within the last 10 years

Note: The above examples are representative of common disqualifiers.

However, other information revealed or discovered during any portion of the hiring process may also be sufficient to disqualify a candidate and are at the sole discretion of the Beverly Hills Police Department.

CRIMINAL OFFENSES

Will Disqualify:

- Felony conviction
- On probation or parole

May Disqualify:

- Assault or battery
- Domestic violence
- Fraud
- Resisting Arrest
- Perjury
- Adult conviction for a property related offense.
- Theft from any employer
- Sex act for which criminal prosecution would have resulted had the incident been reported.
- Indecent exposure
- Filing a false police report
- Impersonation of a police officer

TRAFFIC RELATED

Will Disqualify:

- Unable to obtain California driver's license.
- Unable to obtain motor vehicle insurance.
- DUI conviction within the past 5 years.
- More than 1 DUI conviction, including reckless driving with alcohol.

May Disqualify:

- Conviction of 3 or more moving violations within the past 5 years.
- Revocation/ suspension of driver's license within the past 5 years.
- At fault in 3 traffic accidents within the last 5 years.

POLYGRAPH EXAM

Will Disqualify:

- Continued responses indicating deception on questions asked.
- Attempts to defeat the machine (i.e., holding breath, hyperventilating, or taking drugs/alcohol before testing).

May Disqualify:

- Withholding information from polygraph examiner.
- Admission to unacceptable conduct.

PSYCHOLOGICAL

Will Disqualify:

- Failure to meet the standards as determined by the department's psychologist (written and oral interview)

GENERAL

Will Disqualify:

- Falsification and/or omission of any data on the Personal History Statement.
- Untruthfulness to the background investigator.

May Disqualify:

- Not U.S. citizen or resident alien having filed for citizenship within the last 12 months.
- Inability to communicate with a variety of types of people as is expected of a police officer.
- Unfavorable work history (discipline, firing, attendance problems, etc.)
- Indicators of immaturity from background investigator.

NOTE:

This list is not all inclusive and other information or facts revealed in the detailed background investigation may also be sufficient to disqualify an applicant.

MOST FREQUENTLY ASKED QUESTIONS

1. Are you currently hiring?

The City of Beverly Hills is always looking for top tier applicants. Please submit your application at www.beverlyhills.org/apply.

2. How do I get started in the hiring process?

The first step in the hiring process is completing an online job application, which can be found at www.beverlyhills.org/apply.

3. How long does the hiring process take?

The hiring process normally takes 3-6 months to complete. However, this time period can be shorter or longer, dependent upon the individual situation.

4. What are the steps in the hiring process for police officer?

1. Online Application
2. Written Test
3. Physical Ability Test (P.A.T.)
4. Preliminary Background Interview
5. Initial Interview
6. Interview with Police Commander
7. Polygraph Examination & Background Investigation
8. Conditional Offer of Employment
9. Psychological Testing and Medical Evaluation
10. Offer of Employment

5. How many positions are currently open?

The number of openings for all positions constantly varies. Please visit www.beverlyhills.org/apply to submit your application.

6. Is a college degree required for the position of police officer?

An A.A. degree or completion of at least 45 degree units at the time of testing and the commitment to complete an A.A. Degree or 60 units during the probationary period is required. The A.A. degree or 60 units requirement must be met before permanent status may be attained. The probationary period will not be extended to provide additional time to meet this qualification.

7. Do I need prior police experience?

No. If hired as a Beverly Hills Police Officer, the necessary training will be provided.

8. Is there an age requirement or restriction for the position of police officer?

The applicant must be a minimum of 20.5 years of age at the first step of the application process. There is no upper age restriction.

9. Is there a height or weight requirement for the position of police officer?

- There is no height requirement.
- Weight is based on more than 10 percent below the ideal weight according to the 1983 Metropolitan Life Insurance Company Actuarial Tables.

10. What is the starting salary?

Please visit www.beverlyhills.org for current wage information.

11. Do you accept “Lateral Applicants” for experienced police officers?

Yes. The City of Beverly Hills hires Law Enforcement Officers with police certification and experience. Please visit www.beverlyhill.org/apply to submit your application

12. Who pays for the police academy?

The Beverly Hills Police Department pays for the academy.

13. How long is the police academy?

Approximately 26 weeks

14. Where is the police academy held?

The academy is held in the greater Los Angeles and Orange County areas.

15. If I live “out of town,” how many trips will I have to make to Beverly Hills to complete the process?

Out-of-town applicants can expect to make at least three trips to Beverly Hills during the hiring process.

16. If travel is necessary does the Beverly Hills Police Department pay for or help defray the costs?

No, we do not offer any type of travel reimbursement.

17. Does the Police Department furnish the needed uniforms and equipment?

Yes, all of your initial uniforms, shoes, leather gear, weapons and other law enforcement tools are provided by the Beverly Hills Police Department.

18. How many Police Officers does the Beverly Hills Police Department have?

The current authorized strength of the Beverly Hills Police Department is 127 Police Officers.

19. How large is the City of Beverly Hills?

The City of Beverly Hills is approximately 5.7 square miles with an approximate population of 34,000.



DISCLAIMER

The information on the requirements and standards for all positions and the rules and regulations as outlined in this brochure should be considered for informational purposes only. The information may be amended or otherwise modified at any time. The information contained in this brochure should not be construed as conferring any legal rights upon any applicants.

For further information:

The City of Beverly Hills

Human Resources

455 North Rexford Drive

Beverly Hills, California 90210

Phone: 310-285-1067

