



KENNEWICK POLICE DEPARTMENT

"Committed To Your Safety"

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CHIEF OF POLICE
K.M. Hohenberg

About the Civil Service Examination/Hiring Process

Physical Fitness Ability Test:

Detailed information about the physical fitness ability test requirements is available on the [Washington State Criminal Justice Training Commission website](#). The test is the same one required by WSCJTC to be eligible to attend the training academy. It is recommended that candidates familiarize themselves in advance so that they are physically prepared to meet the requirements of the test. The applicant must pass each section of the physical fitness test. To do so the applicant must meet the minimum passing score in each section. Those are:

- Push Ups (no time limit): Minimum of 21 and a maximum of 35.
- Sit Ups (60 seconds): Minimum of 30 and a maximum of 38.
- 300 Meter Sprint: Minimum of 71 seconds and a maximum of 56 seconds.
- 1.5 mile run (in minutes): Minimum of 14:31 and a maximum of 13:35.

Reading/Grammar Test:

This is designed to assess the ability of the candidate in such areas as reading comprehension, spelling and sentence structure.

Video Assessment Test:

This is a behavioural-based video test that measures the inter-personal skills of the candidate.

Incident Observation and Report Writing Skills:

This video test allows us to assess your general ability in observing an incident and writing a report.

Learn more about the reading, video and incident report writing tests [here](#).

Civil Service List:

If you pass the physical fitness ability test, the video test and the incident observation and report writing skills test you will be ranked on our civil service list. This list is later

presented to the Civil Service Commission and certified before being forwarded to the Administrative Sergeant to begin the background investigation.

In an effort to get to know each candidate on a more complete level and streamline the process we NO LONGER CONDUCT ORAL BOARD INTERVIEWS. Human Resources will send a background investigation/personal history statement packet to all candidates ranked on the list. Instructions for this packet are included, and the packet must be returned within a designated deadline so that the background process can begin. **The Kennewick Police Department background packet/personal history statement is unique to our agency. We do not accept any other forms.** If you fail to return the packet in the time allotted you will be dismissed from the hiring process. **These packets must be returned completed and with the required attachments as outlined in the packet.**

Background Investigation:

Upon receipt of the background packet from the candidate, the Administrative Sergeant reviews the contents and will contact each applicant to make arrangements for a background investigation interview. This interview will lay the foundation for the investigation to proceed.

Following this interview, successful candidates will be scheduled to proceed to the polygraph examination. Following this examination, the background investigation will continue to include contacting prior residences, employers and references that you have listed. The background investigation takes some time, so please be patient.

Command Staff Interview:

Successful candidates may be invited to KPD Command Staff Hiring Interview at the police department. This is a formal interview that must take place before any conditional offers of employment can be made. If an offer of employment is extended by the Chief of Police, it is conditioned upon suitability of both a medical examination and a psychological screening. These exams are conducted in the Tri-Cities area.

Sign up for the test [HERE](#)



E-mail KPD-Recruiters@ci.kennewick.wa.us