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Tacoma Police Department Hiring Process

CPAC Presentation March 2021

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Current Staffing

Tacoma Police Department Budgeted Positions: 403

Commission: 364

Budgeted Positions By Rank	Filled Budgeted	Vacant Budgeted	Total Budgeted
Chief	1	0	1
Assistant Chief	2	1	3
Captain	4	0	4
Lieutenant	15	0	15
Sergeant	42	0	42
Detective	53	5	58
Patrol Officer	216	25	241
Total	333	31	364

Civilian Staff: 39

Budgeted Positions By Rank	Filled Budgeted	Vacant Budgeted	Total Budgeted
Animal Control Supervisor	1	0	1
Animal Control Officer	3	0	3
Administrative Assistant	1	0	1
Community Relations Specialist	1	0	1
Crime Analyst, Sr	1	0	1
Crime Analyst	1	0	1
Crime Program Technician	2	0	2
Forensic Manager	1	0	1
Forensic Services Supervisor	2	0	2
Forensic Specialist	1	0	1
Latent Print Examiner	3	0	3
Crime Scene Technician	6	1	7
Financial Manager	1	0	1
Financial Assistant	2	1	3
Office Manager	1	0	1
Police Admin Support Specialist	10	0	10
Total	37	2	39

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Current Department Demographics

Gender	Commissioned Officers		Civilian Staff		Overall Department	
	#	%	#	%	#	%
Female	51	15.32%	29	80.56%	80	21.68%
Male	282	84.68%	7	19.44%	289	78.32%
Grand Total	333		36		369	

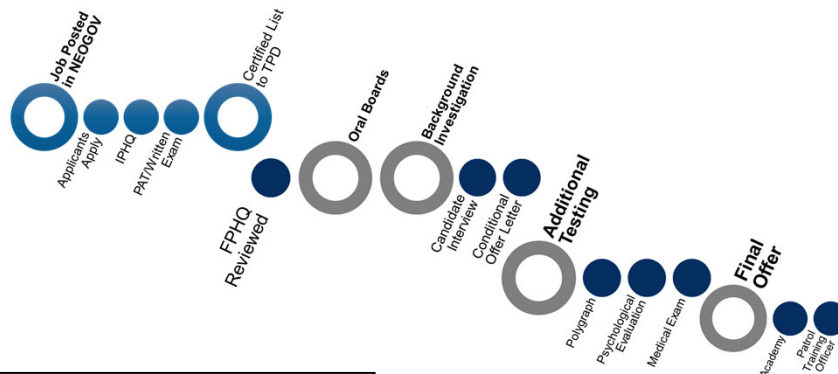
Ethnicity	Commissioned Officers		Civilian Staff		Overall Department	
	#	%	#	%	#	%
American Indian or Alaska Native	3	0.90	1	2.78%	4	1.08%
Asian	14	4.20%	3	8.33%	17	4.61%
Black or African American	14	4.20%	2	5.56%	16	4.34%
Hispanic	23	6.91%	0	0.00%	23	6.23%
Native Hawaiian or Other Pacific Islander	13	3.90%	0	0.00%	13	3.52%
Two or More Races	7	2.10%	3	8.33%	10	2.71%
White	259	77.78%	27	75.00%	286	77.51%
Grand Total	333		36		369	

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Hiring Process

13 candidate touch-points from application to final offer



PAT – Physical Ability Test
IPHQ – Initial Personal History Questionnaire
FPHQ – Formal Personal History Questionnaire

Job Announcement & Minimum Qualifications



Job Announcement:

- Posted in NEOGOV (avg. 60 days)
- Advertised with multiple job boards, as well as organizations that specialize in law enforcement. (Indeed, Monster, Careers in Government, WASPC, PoliceOne, CJTC, CALEA, etc.)

Applicants apply and are screened for minimum qualifications:

- **Age:** Applicant must be at least 20.5 at time of application. *See RCW 41.12.070*
- **Education:** High school graduation or certified GED. *See WAC 139.07.020*
- **Citizenship:** Applicant must be a United States Citizen or lawful permanent resident to be hired. *See RCW 41.12.070 and WAC 139-07-020(1)(b)(i) and 8 U.S.C See 1101 (a)(20)*
- **Driver's License:** An applicant must have a valid Washington State Driver's License prior to being hired. It is understood that out of state candidates won't have this at time of application, but they must get one prior to accepting a job. *See RCW 46.20.001* for license rights and restrictions.
- **Physical Fitness:** An applicant must pass the WSCJTC Fitness Ability Test. *See WAC 139-05-230*
- **Military Record (when applicable):** An applicant must have been discharged under honorable conditions (Fair Employment Laws apply). *See WAC 139-07-020 (1)(b)(iii)*

IPHQ, PAT and Written Exam



Initial Personal History Questionnaire (IPHQ):

- Sent to all candidate who meet minimum qualifications
- Reviewed by the hiring unit for minimum background standards (Criminal Record, Traffic/Driving Record, Drug Use)

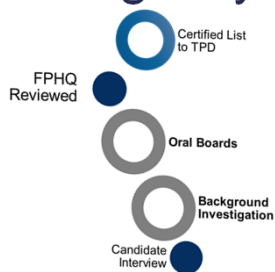
Applicants who pass the IPHQ step are invited to participate in the Physical Abilities Test and Written Exam :

- **Physical Fitness:** An applicant must pass the WSCJTC Fitness Ability Test. *See WAC 139-05-230*
- **Written Examination:** TPD contracts with Fire and Police Selection Inc. for our written exam.

Hiring Workshop

- All applicants who pass the IPHQ step are invited to attend a hiring workshop
- The hiring workshop includes:
 - Overview of the hiring process
 - General information about the department
 - Mock oral board
 - Practice PAT

Eligibility List and FPHQ



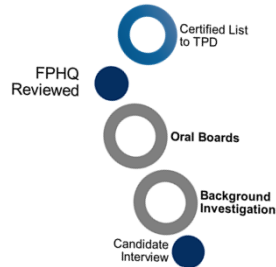
Eligibility List

- Applicants who pass the written exam are placed on an eligible list for interview/hire consideration
- The eligible list is banded to allow all candidates to move to the next step in the hiring process at the same time
- Certification is the process of Human Resources providing eligible candidates to the department for interview and hiring consideration

Formal Personal History Questionnaire/Statement

- The department sends all eligible candidates an FPHQ/FPHS to complete and return
- The FPHQ/FPHS collects detailed information about the candidate's background to "aid in determining whether the person is suitable for employment as a certified peace officer or a reserve officer. The questions shall address whether the applicant meets the minimum requirements for employment, has engaged in conduct or a pattern of conduct which would jeopardize the public trust in the law enforcement profession, and is of good moral character." See WAC 139-07-020
- FPHQ/FPHS are reviewed by the hiring unit and dispositions are reported to Human Resources

Oral Board and Background Investigation



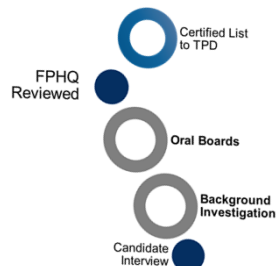
Oral Board

- Candidates who pass the FPHQ/FPHS are invited to participate in an oral board.
- The oral board is a graded exercise that candidates must pass to continue in the hiring process.
- TPD has created a Hiring Cadre to assist with the oral board process.
- All members of the cadre are required to attend a class hosted by Human Resources to help them better recognize and understand bias.

Background Investigation/Candidate Interview

- Candidates who pass the oral board are assigned to a background investigator.
- The purpose of the background investigation is to provide:
 - Verification of immigrant or citizenship status as either a citizen of the United States of America or a lawful permanent resident.
 - Proof of education. A certified copy of a diploma, certificate, transcript, or homeschool transcript is acceptable proof.
 - Record of any military discharge. A certified copy of the Military Service Record (DD Form 214, Member 4) is acceptable proof.
 - Personal references. The names and addresses of at least three people who can provide information as personal references.
 - Previous employers or school attendees. The names and addresses of all employers and schools attended within the last ten years, at a minimum.

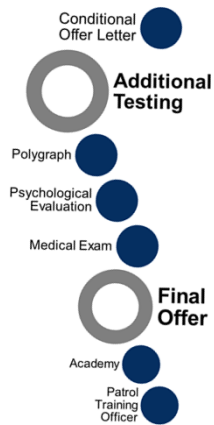
Oral Board and Background Investigation



Background Investigation/Candidate Interview (continued)

- The purpose of the background investigation is to provide (RCW 43.101.095):
 - Residence history. A listing of the complete residential addresses for the last ten years.
 - Requirements of the agency. At a minimum, the agency shall include the following in its collection and assessment of an applicant's background information, which also includes determining if the information provided by the applicant is accurate and truthful. The agency shall:
 - (a) Query all the law enforcement agency records in jurisdictions listed in subsection (1)(b)(v) and (vi) of this section;
 - (b) Query the motor vehicle division driving records from any state listed in subsection (1)(b)(v) and (vi) of this section;
 - (c) Complete and submit a fingerprint card inventory sheet to the Federal Bureau of Investigation and Washington state patrol records division for query;
 - (d) Query the National Crime Information Center/Interstate Identification Index (NCIC/III) and the Washington Criminal Information Center/Washington State Identification System (WACIC/WASIS) or the equivalent for each state listed in subsection (1)(b)(v) and (vi) of this section;
 - (e) Contact a minimum of three references and a reasonable number of previous employers listed in subsection (1)(b)(iv) and (v) of this section and document the answers to inquiries concerning whether the person meets the standards of this section; and
 - (f) At the conclusion of all of the requirements of the collection and assessment of an applicant's background information, the agency shall complete a report that attests to all the requirements, including the requirements of WAC 139-05-220.

Conditional Offer, Additional Testing, Final Offer



Conditional Offer – Addition Testing – Final Offer

- Candidates who pass the background investigation are given conditional offer letters.
- Candidates must successfully pass a Polygraph, Psychological Evaluation and Medical Exam to receive a final offer of employment. *See RCW 43.101.095*