



# LAW ENFORCEMENT EMPLOYMENT GUIDE



Topeka Police Department

Bilingual Skills Needed

**MAKE THE CALL**

**785-368-9490**

[www.topeka.org/JoinTPD](http://www.topeka.org/JoinTPD)

Lateral Entries Available

A message from  
Chief Ron Miller



Thank you for considering a career with the Topeka Police Department. Now is such an exciting time to be in Law Enforcement. As we enter the twenty-first century, 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 Officer 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 Topeka Police Department can be of assistance to you at any time during the police officer selection process, please contact our Recruiting/Hiring Sergeant at (785) 368-9490.

Chief Ron Miller



## **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 Information

## Motto

“To Protect and Serve with Honor”

## Mission Statement

The Topeka Police Department:

- Takes a leadership role within the community.
- Provides excellence in service and positive interaction with the community.
- Ensures equality of services, citizen satisfaction, and the highest quality of life in our community.
- Enforces the laws fairly and equally and upholds the Constitution of the United States and the State of Kansas.
- Recognizes each individual as a person of worth deserving of the highest quality police service.
- Recognizes the priorities and the needs of the entire community.

## Diversity



It has been and will continue to be, the policy of the Topeka Police Department that it is an equal opportunity employer that will recruit, hire and promote without regard to race, creed, sex, color, religion or national origin. The worth of each individual is based upon their qualifications and contributions to the success of the organization and the services to the citizens of Topeka.





## **Department Information**

The Topeka Police Department is an accredited agency, which employs approximately 290 police officers. All officers begin their careers in the Uniform Division after completing the 20-week academy held in Topeka. After an 18 month probationary period an officer can bid the shift they wish to work based on seniority. After receiving experience on the street, officers can develop specialized skills in many areas. Some of these areas are:

- Accident Reconstruction
- Response Team
- Bicycle Unit
- Community Officer
- School Resource Officer
- K-9 Officer
- Motorcycle Unit
- Gang Intelligence Unit

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.

- Corporal
- Detective
- Sergeant

The Chief of Police appoints ranks above Sergeant: Lieutenant, Captain, Major, and Deputy Chief.

The Topeka Police Department has a firm commitment to the principles of Community Policing. With this strong focus, officers have the opportunity to work closely with the public to resolve problems. The personal satisfaction of working with citizens so closely to solve problems makes law enforcement challenging and rewarding.

# **MINIMUM REQUIREMENTS**

*(It is important that you carefully read these requirements. Failure to meet any of these requirements will result in your disqualification from the Police Officer Examination.)*

The Topeka Police Department makes every effort to recruit the most qualified candidates for the position of police officer while also pursuing an ethnically diverse work force. 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. Submit Job Interest Card
2. Physical Agility Obstacle Course--test applicants' job-related physical abilities
3. Written Test
4. Submit Application and Supporting Document
5. Records Check: NCIC, III, KBI, MVD, TPD Records
6. Initial Interview and HBI exam
7. Background Investigation
8. Command Staff Review
9. Command Staff Interview Board
10. Civil Service Board Interview
11. Conditional Offer of Employment
12. Polygraph Examination
13. Physical and Drug Screen at St. Francis Hospital
14. Psychological Testing and Evaluation
15. Chief's Review of Applicants and Selection
16. Formal 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 Civil Service Status.

# **APPLICATION PROCESS**

Applicants can register online for the next test at [www.topeka.org/policedepartment/app\\_written\\_exam.shtml](http://www.topeka.org/policedepartment/app_written_exam.shtml) or interest cards can be sent to applicants upon request and are also distributed by department recruiters during job fairs and college career days. Make certain that you give your name, mailing address and indicate that you are interested in being notified of the next testing dates. No filing fees are involved.

Interest cards are maintained and City Human Resources notifies the applicants on file of the next time and date of the Police Officer Physical Ability Test (POPAT) and written Civil Service examination.

The Police Officer Physical Ability Test (POPAT) and written test is required to be given once a year but can be given more often based on the need to fill vacancies.

## **PHYSICAL ABILITIES TEST (POPAT)**

Members of the Police Department administer the Police Officers Physical Abilities Test (POPAT) with oversight by the Civil Service Commission. This test is administered prior to the written test.

Applicants for the position of Patrol Officer with the City of Topeka are required to participate in a strenuous physical ability test. This test is designed to test the applicants' physical ability to perform the essential job functions of a patrol officer to include the pursuing and subduing of a fleeing adult male suspect. The test requires the applicants to complete the following stations:

1. A mobility and agility run for a distance of 440 yards. Requires completion of six (6) laps through a figure eight mobility course. Requires running up and down a five-step stairway, sharp turns, adjustment of stride lengths over 18 obstacles, and jumps of short distances.
2. Pushing and pulling 80 pounds of resistance on a power training machine.
3. Performing squat thrusts and climbing over a 3 foot vault rail
4. Lifting and carrying 80 pounds for 50 feet.
5. Trigger pull of a handgun to test grip strength. Requires pulling the trigger of a standard issue 9MM semi automatic handgun a total of 12 times with strong and weak hand in 15 seconds.

## **WRITTEN TEST**

The written test is actually administered and certified by a designee of the Topeka Civil Service Commission. Members of the Police Department assist both the Civil Service Commission and City Human Resources in the testing process.

A study guide for the National Police Officer Selection Test is available beginning approximately thirty (30) days prior to the test. Study guides must be returned the day of the test. Applicants not returning the study guide on that date will be assessed a \$2.50 charge to cover the cost of the study guide before being allowed to take the written examination. Payment for the study guide may be submitted by personal check, money order or cashiers check made payable to the City of Topeka, no cash will be accepted. No study guides will be distributed after 5 p.m. the day before the examination.

All applicants will be required to show photo identification to gain admittance into the testing areas. 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 a photograph, such as a Drivers License or State Identification Card, will result in the elimination of the applicant from employment consideration.

Any applicant who has previously tested for the position of police officer with the Topeka Police Department within the last two years will be require to pay a \$13.50 fee to be eligible to take the written set of examinations. The payment of the \$13.50 fee will be accepted the day of the test only and payment must be submitted by personal check, money order, or cashiers check made payable to City of Topeka. No cash will be accepted!

## **APPLICATION EVALUATION**

An applicant successfully completing the Police Officer Physical Ability Test (POPAT) and written test is given a multipage "Personal History Form" (formal application) and required to complete and return the form in a specified period of time. Failure to supply the information requested results in an automatic disqualification. Additionally, applicants are required to supply a certificate of high school graduation, high school and college transcripts, a copy of their social security card, Military DD form 214, 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 Civil Service Board. Basic areas of automatic disqualifiers are drug usage and/or convictions, misdemeanor criminal convictions occurring within five years prior to application for employment

and any felony convictions. Any finding of an automatic disqualifier eliminates the applicant from further consideration.

## **INITIAL INTERVIEW**

Once an applicant passes all four written tests, and has no automatic disqualifiers, they are placed on the eligibility list based on their test score. Civil Service Commission rules require background investigations for three applicants per one vacancy. Example: If five vacancies currently exist, backgrounds are done on fifteen applicants, starting with the highest test score and moving down the eligibility list. The initial interview is with a background investigator, hired by the City of Topeka to go over your application, inform you about the Topeka Police Department and to take the Psychological Investigative Service exam (HBI). The HBI is used to assist during the background phase.

## **BACKGROUND INVESTIGATION**

An extensive background investigation is undertaken on the applicant 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 institution is checked, past credit history is examined, criminal history checks are made.

## **COMMAND STAFF REVIEW PROCESS**

The completed background investigation file is sent to the Majors for their review and determination on whether the applicant continues forward in the process. A majority vote is required for continuation in the process.

## **COMMAND STAFF INTERVIEW BOARD**

Applicants successfully passing the review process are scheduled for a personal interview with the Command Staff. Applicants are evaluated on character traits and abilities in the areas of decision-making, judgments under pressure, ability to communicate, demeanor, integrity and credibility. Standard sets of questions are asked of each applicant and the applicant is scored based on their answers. An opportunity is provided for the applicant to present their strong points and verbalize why they would be an asset to the Topeka Police Department.

## **CIVIL SERVICE BOARD INTERVIEW**

The applicant(s) selected by the Chief of Police will be scheduled to appear before a civilian review board appointed by the Mayor to answer specific questions and

scenarios posed to them. On completion of the oral interview the Civil Service Board will vote to certify or not certify the applicant for employment. An applicant certified would be given a conditional job offer and proceed to the next step of the process.

## **CONDITIONAL OFFER OF EMPLOYMENT**

The conditional offer of employment allows a candidate to continue the testing procedures. Neither the conditional offer of employment nor the completion of the remaining testing procedures implies or ensures that a formal offer of employment will follow.

## **POLYGRAPH EXAMINATION**

Each applicant receiving a conditional job offer is required to undergo a pre-employment polygraph examination. A certified polygraph examiner employed by the Topeka Police Department administers the test.

## **MEDICAL EXAMINATION**

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

If an applicant is determined to be 'not qualified', they will be removed from the employment process and advised.

## **WRITTEN PSYCHOLOGICAL TESTS**

Applicants who have received a conditional job offer are required to undergo a psychological evaluation. This consists of the following psychological exams: **Hilson Life Adjustment Profile (HLAP)** measures emotional adjustment; **Hilson Personnel/Success Quotient (HPP/SQ)** identifies emotional adjustment and impulse control and **Inward Personality Inventory (IPI)** measures for high-risk occupations.

These tests are scored, rated and used in conjunction with a psychological evaluation to evaluate applicants' mental and emotional ability to perform police work. If necessary an interview may be conducted by the City's designated mental health professional.

The cost for the psychological exams, scoring and an evaluation are paid for by the Topeka Police Department.

## ***SELECTION PROCESS***

The Chief of Police will select the applicants who will be hired. A formal offer of employment will be mailed to those individuals with the date to report to the police academy.

POLICE OFFICER PAY SCHEDULE

POSITION	YEARS OF SERVICE	2009	2010	2011
OFFICER	1 <sup>ST</sup> YEAR	\$17.23	\$17.78	\$18.31
	2 <sup>ND</sup> YEAR	\$18.00	\$18.59	\$19.15
	3 <sup>RD</sup> YEAR	\$19.07	\$20.07	\$20.67
	4 <sup>TH</sup> YEAR	\$20.13	\$20.90	\$21.53
	5 <sup>TH</sup> YEAR	\$21.34	\$21.77	\$22.42
	6 <sup>TH</sup> YEAR	\$22.39	\$22.96	\$23.65
	7 <sup>TH</sup> YEAR	\$23.10	\$23.60	\$24.31
	8 <sup>TH</sup> YEAR	\$23.66	\$24.30	\$25.03
	9 <sup>TH</sup> YEAR	\$24.28	\$24.80	\$25.55
	10 <sup>TH</sup> YEAR	\$24.88	\$25.42	\$26.18
	11 <sup>TH</sup> YEAR	\$25.80	\$26.16	\$26.94
	12 <sup>TH</sup> YEAR	\$26.31	\$26.69	\$27.49
	13 <sup>TH</sup> YEAR	\$26.88	\$27.23	\$28.04
	14 <sup>TH</sup> YEAR	\$27.13	\$27.72	\$28.55
	15 <sup>TH</sup> YEAR	\$27.45	\$28.24	\$29.09
	16 <sup>TH</sup> YEAR	\$27.52	\$28.37	\$29.22
	17 <sup>TH</sup> YEAR	\$27.60	\$28.44	\$29.29
	18 <sup>TH</sup> YEAR	\$27.69	\$28.54	\$29.40
	19 <sup>TH</sup> YEAR	\$27.78	\$28.61	\$29.47
	20 <sup>TH</sup> YEAR	\$27.87	\$28.79	\$29.66
	21 <sup>ST</sup> YEAR	\$27.94	\$28.98	\$29.85

The following Premium Performance Pay Schedule shall apply to Corporals, Detectives, and Sergeants during 2009, 2010 and thereafter.

PREMIUM PERFORMANCE SCHEDULE

POSITION	YEARS OF SERVICE	1/1/09 - 3/31/10 rate	4/1/10 and thereafter rate
Corporal	1 <sup>st</sup> Year	Step + \$.70	Step + \$1.15
	2 <sup>nd</sup> Year	Step + \$.85	Step + \$1.55
	5 <sup>th</sup> Year	Step + \$1.00	Step + \$2.00
Detective	1 <sup>st</sup> Year	Step + \$1.15	Step + \$1.15
	2 <sup>nd</sup> Year	Step + \$1.55	Step + \$1.55
	5 <sup>th</sup> Year	Step + \$2.00	Step + \$2.00
Sergeant	1 <sup>st</sup> Year	Step + \$2.25	Step + \$3.20
	2 <sup>nd</sup> Year	Step + \$2.60	Step + \$4.00
	5 <sup>th</sup> Year	Step + \$3.00	Step + \$4.90

## **BENEFITS**

- **Overtime**-Hours worked in excess of eight in a day will be paid at time-and-a-half.
- **Shift Differential Pay**-Officers assigned to 2nd and 3rd shift receive \$.45 additional per hour.
- **Clothing**-Officers are furnished all required uniforms and equipment.
- **Holiday Pay**-An officer receives ten paid holidays per year.
- **Medical Insurance**-Police personnel have group hospitalization insurance. The premium cost for a single policy is paid by the city, the officer is responsible for the difference of cost between the single and family plans.
- **Personal Leave Days**-An officer receives two per year and has the ability to earn up to three additional days with perfect attendance.
- **Sick Leave**-One day of sick leave for each month of service (unlimited). The City will, at the time of retirement, pay up to 45 days of sick leave if accrued before the end of 2002, 50 days if accrued by the end of 2003, and 55 days beginning in 2004.
- **Vacations**-New officers receive one day of vacation per month for the first four years of service. Days earned increase one-quarter day per month in 5-year increments. Days may be carried into the new calendar year.
- **Leave With Pay**-Compensatory time earned and emergency leave are available based on considerations and approval of Division commanders.
- **College Reimbursement**-The City will reimburse Officers up to \$1000 per year for job related college courses they enroll in and complete with a grade of C or better.
- **Retirement**-Member of Kansas Police & Fireman's Retirement System. Normal retirement age is 50 with a minimum of 25 years of service. Members contribute 7 percent of their salary. Monthly benefits for age and service cannot exceed 80 percent of the final salary. Members are vested in the system at 15 years.

- **Lateral Entries**-At the discretion of the Chief, applicants possessing Kansas Law Enforcement certification or out of state law enforcement certification with reciprocity may be placed in the pay grid no more than one step for each two years of service. No entry level officer position will exceed an entry level higher than the third year of service step.

## **GI BILL INFORMATION**

Qualified Members of the National Guard and Reserve: Have you considered using your “GI Bill” benefits to change careers & earn an extra \$200 to \$800 per month, while you are in paid training attending the Topeka Police Recruit Academy?

Get more information by contacting the following:

Topeka Police Department – Training Division  
(785) 368-9212

Or

THE KS COMMISSION ON VETERAN AFFAIRS  
(785) 296-3976 E-Mail: <mailto:kcva004@ink.org>



## **Disqualifiers for Police Applicants**

1. Conviction of, or admission to, committing a persons or property felony after reaching age 18, or any crime that would be classified a persons or property felony under Kansas statutes.
2. Conviction of, or admission to, committing a persons felony prior to reaching age 18, or any crime that would be classified a persons felony under Kansas statutes.
3. Conviction of, or admission to committing a non-persons felony prior to reaching age 18, or any crime that would be classified a non-persons felony under Kansas statutes when the act occurred within five years of the written test date.
4. Use of marijuana within three years (36 months) of date of written test.
5. Use of other illegal drugs within five years (60 months) of date of written test.
6. Conviction or placement on diversion for committing any of the crimes on the attached misdemeanor crime list or any similar statute or ordinance of another jurisdiction when the crime occurred within five years of the date of the written test.
7. Admission or conviction of perjury.
8. Any false information provided by the applicant on the application or any other document in the hiring process.
9. No current operator's license or operator's license currently suspended, canceled, revoked, or modified<sup>1</sup> at the time of the background check, conditional job offer or hiring.
10. Not a high school graduate and no Kansas recognized GED.
11. Not a citizen of the United States.
12. Failure of the physical agility test.

13. Failure to appear at any appointment or meet any deadlines in the application process.
14. DUI conviction or diversion within five years (60 months) of date of written test.
15. Conviction of a domestic violence crime.
16. If a current restraining or protection order is in effect, the processing of the application will be suspended until the order is no longer in effect. The applicant is responsible for advising the Topeka Police Department when the order is no longer in effect.
17. If any traffic charges on the attached list or any criminal charge(s) are pending, the processing of the application will be suspended until final disposition of the charge(s). The applicant is responsible for advising the Topeka Police Department when the case has a disposition.

**Note 1:** Modified means a valid license which is restricted by court order or administrative action to limit driving for certain purposes or time periods.

**Note 2:** Any of the acts described above occurring outside of specified time frames, or acts not listed, will not result in automatic disqualifications but will be considered in other phases of the selection process.

The City of Topeka maintains specific vehicle operation insurability guidelines. All positions that require driving as part of the position must adhere to these insurability guidelines. New hire employees must have and maintain a valid driver's license and city insurable driving record at time of hire and throughout the course of employment. Questions regarding these guidelines may be directed to Michele Smith at [msmith@topeka.org](mailto:msmith@topeka.org)

**Insurability Guidelines for City Employees Operating City Vehicles.  
Includes new hire employees.**

No individual applying for City employment which will involve operating a city vehicle shall be given a final offer of employment if the applicant does not meet the following insurability guidelines.

1. No major traffic violation in the past five (5) years.

*Major violations:*

- Drag racing or speed contest
- Speeding in excess of 20 miles per hour over the speed limit
- Driving under the influence of alcohol or narcotics
- Open alcohol containers
- Reckless, Careless, Improper/Negligent driving
- Refusal to take alcohol test
- Alcohol test failure
- Illegal possession of alcohol or narcotics in a motor vehicle
- Fleeing or attempting to elude

2. No more than two (2) minor traffic violations in the past three (3) years.

*Minor violations:*

- Failure to yield
- Speeding
- Illegal passing
- Defective equipment
- Stop sign/Stop light violation
- Careless operation
- Improper turn
- Following too closely
- Any moving violation

3. Two (2) or more at fault automobile accidents in the past three (3) years.

4. One (1) at fault automobile accident plus a conviction of one (1) minor violation in the past three (3) years.

5. All drivers must be at least eighteen (18) years old.

# **POST-JOB OFFER PHYSICAL EXAMINATION**

After being given a conditional offer of employment, applicants will report to St. Francis Hospital and Medical Center for a physical examination. The physical examination will be scheduled by the police department. Applicants must also report for any subsequent testing and provide additional documentation as ordered by St. Francis Hospital and Medical Center/Partners in Health. Each applicant must sign a release of medical records. Failure to comply with any of these conditions will result in the withdrawal of the employment offer.

## **DISQUALIFICATIONS**

Any one of the following conditions will result in the withdrawal of the employment offer, unless it is determined by the examining physician that the severity level is such that the performance as a Police Officer will not be impaired:

- Vision not corrected to 20/30 using both eyes.
- Vision worse than 20/100 uncorrected in either eye.
- Peripheral vision less than 85 degrees from fixation point with each eye.
- Failure to identify at 13 out of the 15 plates on Ishihara's Tests for Color Blindness.
- Impaired eyelids, which interfere with vision or do not protect the eye from exposure.
- Hearing loss in excess of 35 decibels in either ear, without hearing aid, at frequencies of 1000-2000 Hz (speaking tones).
- Chronic angina.
- Resting pulse rate exceeding 100 bpm.
- Second degree heart block or greater.
- Myocardial infarction history with maximum stress test capacity of less than 10 mets.
- Significant cardiac dysrhythmia.
- Blood pressure 180/90 or greater.
- Chronic or recurring conditions or pain that cause dysfunction or inability to perform work.
- Epileptic seizure within the last two years.
- Degenerative disorder of the nervous system.
- Hemoglobin <11 for men or <9 for women.
- Rheumatoid arthritis.
- Insulin dependant diabetes mellitus.
- Spontaneous pneumothorax within prior two years.
- Active tuberculosis.
- Unrepaired hernia.
- Abnormal pulmonary function tests <65%.
- Providing inaccurate or false information requested by St. Francis Hospital and Medical Center/Partners in Health.

# **Most Frequently Asked Questions**

## **1. Are you currently hiring?**

To find out if the police department is currently hiring, check on-line at [www.topeka.org/JoinTPD](http://www.topeka.org/JoinTPD) or call the Topeka Police Department Recruiting/Hiring Sergeant at (785) 368-9490.

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

- You must pre-register for the Police Officer Selection Test and Police Officer Physical Abilities Test. Complete the pre-registration form on-line at the following web site: [www.topeka.org/policedepartment/app\\_written\\_exam.shtml](http://www.topeka.org/policedepartment/app_written_exam.shtml).
- Or, pick up the pre-registration interest card at the Human Resources Department. (City Hall - 215 SE 7<sup>th</sup>, Room 170) complete it and return.
- Or, request a pre-registration interest card be mailed to you by calling 785-368-9490 (Police Department.), or 785-368-3867 (Human Resources).
- Or, pick up a card from any recruiting team member at career fairs and recruiting events complete it and leave it with the recruiter.

## **3. How long does the hiring process take?**

The hiring process normally takes 3 - 5 months to complete. However, this time period can be shorter or longer, depending on the situation.

## **4. What are the steps in the hiring process?**

- Submit Job Interest Card
- Police Officer Physical Abilities Test
- Written Test
- Submit Application and Supporting Documents
- Records Check: NCIC, III, KBI, MVD, TPD Records
- Initial Interview and HBI exam.
- Background Investigation
- Command Staff Review
- Command Staff Interview Board
- Civil Service Board Interview

- Conditional Offer of Employment
- Polygraph Examination
- Physical and Drug Screen at St. Francis Hospital
- Psychological Testing and Evaluation
- Chief's Review of Applicants and Selection
- Formal Offer of Employment

**5. How many positions are currently open?**

The Number of openings for full-time police officers vary. Please call Hiring and Recruitment at (785) 368-9490 for the current number of openings.

**6. Is A College Degree Required?**

No. The only educational requirement is a high school degree or equivalent. College will help you with promotions later in your career.

**7. Do I need prior police experience?**

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

**8. Is There An Age Requirement or Restriction?**

The only age restriction is a person must be 21 years of age upon the date of hire. There is no upper age restriction.

**9. Is there a height or weight requirement?**

There is no **height** requirement. **Weight** is based on more than 10% below the ideal weight according to the 1999 Metropolitan Life Insurance Company Actuarial Tables. Body fat exceeding 24% for males or 33% for females as measured by calipers if weight exceeds ideal weight according to the 1999 Metropolitan Life Insurance Company Actuarial Tables by more than 20%

**10. What is the starting salary?**

See page 13 of this document for current wage information.

**11. Do you have "lateral entry" for experienced officers?**

At the discretion of the Chief, applicants possessing Kansas law enforcement certification or out of state law enforcement certification with reciprocity may

be placed in the pay grid no more than one step for each two years of service. No entry level officer position will exceed an entry level higher than the third year of service step.

**12. Who pays for the academy?**

Newly hired recruits are paid wages while attending training at the Topeka Police Department training academy.

**13. How long is the academy?**

Approximately 21 weeks.

**14. Where is the academy held?**

The Topeka Police Department, 320 S. Kansas Ave Ste 100 Topeka, KS.

**15. Do I have to live in Topeka or the state of Kansas in order to apply for the position of police officer?**

No. However, if hired as a Topeka Police officer, you must reside in Shawnee County, Kansas within 6 months after completion of your initial employment probation at a location which is no more than thirty minutes travel time from your assigned reporting station or office.

**16. If I live "out of town", how many trips will I have to make to Topeka to complete the process?**

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

**17. If travel is necessary does the Topeka Police Department pay for or help defray the costs?**

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

**18. Does the police department furnish the needed uniforms and equipment?**

Yes, all of your uniforms, shoes, leather gear, weapons and other law enforcement tools are provided by the police department.

**19. How many commissioned officers does the Topeka Police Department have?**

The current authorized strength of the Topeka Police Department is over 290 commissioned officers.

**20. How large is the City of Topeka?**

The City of Topeka is approximately 56 square miles with an approximate population of 124,000.

## ***Caveat***

***The information on the requirements and standards for the position of Police Officer 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 constructed as conferring any legal rights upon any applicants.***

***For further information,***

***Write:***

***The City of Topeka Human Resources***

***215 SE 7<sup>th</sup>***

***Topeka, Kansas 66603***

***(785) 368-3867***

***E-mail:***

***[tpd\\_test@topeka.org](mailto:tpd_test@topeka.org)***