



CITY OF TOPEKA

Human Resources Department
City Hall, 215 SE 7th Street, Room 259
Topeka, KS 66603

Tel: (785) 368-3867
Fax: (785) 368-3605
www.topeka.org

Dear Applicant,

We are pleased that you have expressed an interest in pursuing a career in law enforcement as a Topeka Police Officer. We believe our department is one of the very finest in the nation.

The Topeka Police Department is an accredited agency, one of the only five in the state of Kansas recognized as such by the Commission for the Accreditation of Law Enforcement Agencies, or CALEA. This prestigious recognition is obtained only after meeting or exceeding standards in over 400 areas pertaining to law enforcement.

The tests will consist of a written test, the National Police Officer Selection Test (POST), and a physical test, the Police Officer Physical Ability Test (POPAT). These tests are designed to assess an applicant's ability to perform the essential functions of the job of a police officer.

If you have questions about the written test, the physical abilities test, or the application, please contact:

Joy Renee Simpson, HR Generalist, at jrsimpson@topeka.org or (785) 368-2576 or

Sergeant Vidal Campos at vcampos@topeka.org or (785) 368-2419

Below you will find important information regarding the test.

TEST DATE: Friday, August 11, 2023 – Registration begins at 8:30 a.m. – Test begins at 9:00 a.m.

No entry into the testing room until 8:30 a.m., the test facility doors will close at 9:00 a.m. and no one will be allowed entrance after that time. No exceptions can be made.

LOCATION: Topeka Police Training Academy
Kansas National Guard Armory
2722 SW Topeka Blvd. 66611 (see attached map)

Please allow a full day for testing. The written test will take approximately three hours to administer and consists of four separate timed tests: mathematics, reading comprehension, grammar, and incident reporting writing. The written tests will be graded, you will see the results, if you pass, then you will proceed to the POPAT.

The POPAT is a very strenuous test that requires a significant amount of energy, please be hydrated. It is suggested that you bring at minimum a light or non-perishable snack.

If you pass the POST and POPAT you will also be required to provide copies of several documents including a driver's license, social security card, high school diploma, high school transcripts, along with college transcripts and a DD 214 if applicable.

APPLICATION: if you would like to begin working on the police officer application you can do so by accessing the link below. Filling out the application in advance will assist the Police Department to quickly process for potential hire.

<https://drive.google.com/file/d/11nh7yamvBiUZSrgwpcCYjug2CPywRgHZ/view?usp=sharing>

SECURITY AT TESTING FACILITY:

- NO WEAPONS – guns, knives and pocket knives cannot be brought into the examination room. This applies to ALL applicants, including Certified Law Enforcement Officers not employed by the City of Topeka.
- NO duffel bags, book bags, fanny packs, purses or cell phones are allowed in the examination room. These items may be brought onto the grounds BUT MUST BE LEFT IN YOUR VEHICLE.
- You may be subject to a search.
- You must present a government photo ID such as a Driver's License, Military ID, or State ID to the guard at the gate of the Armory and when you enter the examination room.

*****REQUIREMENTS*****

- Applicants must be at least 20 and one half years of age as of the test date to take the written and physical tests – no exceptions can be made.
- Must not have any automatic disqualifiers – see page 3
- Must have and maintain a valid driver's license and maintain city eligibility driving record
- Must meet the physical requirement for a Topeka Police Officer

*****STUDY GUIDE & PRACTICE TESTS*****

Free study guides will be distributed prior to the test allowing applicants to review. To obtain a study guide in advance, you can pick up the study guide from Human Resources located in City Hall, 215 SE 7th Street, Room 260, Topeka, KS 66603, Monday through Friday 8:00 a.m. to 5:00 p.m. Study guides must be returned the day of the test. Applicants not returning the study guide on the day of the written test will be assessed a \$4.00 charge to cover the cost of the study guide before being allowed to take the written test. Payment for the study guide may be submitted by personal check, money order or cashier's check made out to City of Topeka. No cash will be accepted.

Study guides and practice written test can be purchased directly from the test manufacturer at this link.

[https://www.applytoserve.com/Study/.](https://www.applytoserve.com/Study/)

Disqualifiers for Police Applicants

1. Use of marijuana within 12 months of date of written test.
2. Use of other illegal drugs within five years of date of written test.
3. DUI convictions without a diversion within 3 years of date of conditional job offer or hiring or other violation that falls within the City Vehicle Policy insurability guidelines will be a disqualifier.
4. 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 Police Department when the order is no longer in effect.
5. If any traffic charges 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 Police Department when the case has a disposition. The City of Topeka maintains specific vehicle operation eligibility guidelines. All positions that require driving as part of the position must adhere to these eligibility guidelines. New hire employees must have and maintain a valid driver's license and city eligible driving record in accordance of City Personnel Provisions at time of hire and throughout the course of employment. Question regarding these guidelines may be directed to Joy Renee Simpson jsimpson@topeka.org.

Note: Any of the acts described above may not result in disqualification but the totality of circumstances will be considered throughout the selection process.

Absolute Disqualifiers

6. Conviction of, or admission to, committing a persons felony after reaching age 18, or any crime that would be classified a persons felony under Kansas statutes.
7. Conviction of a property or non-person felony after reaching age 18, or any crime that would be classified a property or non-person felony under Kansas statutes.
8. Admission to committing a property or non-person felony after reaching age 18, or any crime that would be classified a property or non-person felony under Kansas statutes will be weighted on the facts of the case, taking into account the type of property or non-person crime, any property or non-person crime convictions the application may have and the length of time that has transpired since any crime was committed. The Chief makes the final decision whether or not to disqualify candidate.
9. 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.
10. 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.
11. Admission or conviction of perjury.
12. No current operator's license or operator's license currently suspended, canceled, revoked, or modified¹ at the time of the background check, conditional job offer or hiring.
13. Not a high school graduate and no Kansas recognized GED. KLETC (Kansas Law Enforcement Training Center) requires individuals receiving high school education through homeschooling to provide alternate education verification, examples include ACT scores, SAT scores, or proof of admission to a post-secondary school (i.e.; college).
14. Not a citizen of the United States.
15. Conviction of a domestic violence crime: convictions include diversion agreements, deferred judgments, and expungements – K.S.A 74-5605(d).

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