


# BHPD EMPLOYMENT GUIDE

Signing Bonus • Health, Dental and Vision • Uniform Allowance • Assignment Bonus


High-Tech Unit • SWAT • Field Training Officer • Bicycle • K-9 Officer • Crisis Negotiation Team • Motorcycle Officer • Detectives

**\$88,546 -  
\$110,010  
Annual Base Salary**  
Plus up to an additional 22% in assignment and education pay


**CITY OF BEVERLY HILLS  
Now Hiring  
Police Officers**



**Competitive Compensation Package  
and Excellent Benefits**  
Signing Bonus  
(up to 10% of base salary)  
Average Beverly Hills  
Police Officer Salary  
with Overtime: \$156,794



**One Team ★ One Mission**



Please visit **[www.joinbhpdpd.org](http://www.joinbhpdpd.org)** to apply

Narcotics & Vice Unit • Crime Impact Team • Hours: 3/12 – Patrol & Traffic • 4/10 – Traffic & Detectives

Nine Paid Holidays plus one Personal Holiday • City Paid Deferred Compensation • Education Bonus • Tuition Reimbursement

[Click for BHPD Recruitment Video](#)

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## **A MESSAGE FROM CHIEF SANDRA SPAGNOLI**



The Beverly Hills Police Department is seeking highly motivated individuals to fill our ranks! Our goal is to support you during the selection process, and provide you with a roadmap to the process. We are a service oriented, professional organization that thrives on our partnerships in the community which is reflected in the way we deliver policing services.

The job in Beverly Hills is unique because of our deep history and reputation for being a World Class City. Our Patrol Bureau is the backbone of our operations and where you will start your career. In addition, there are numerous opportunities in collateral and lateral assignments throughout the department. Technology is utilized as a force multiplier across the City.

BHPD is committed to hiring highly qualified police officers who will work together as a team, and provide a safer community for those that live, work and visit Beverly Hills. If you are motivated and committed to serving in a World Class City, I would encourage you to contact the Personnel and Training Bureau (310) 285-2135. I wish you the best as you pursue a career in what is one of the noblest professions.

**Chief Sandra Spagnoli**



**[Chief Spagnoli's Welcome Video](#)**

"No one is compelled to choose the profession of a police officer; but having chosen it, everyone is obligated to perform its duties and live up to the high standards of its requirements." ~ President Calvin Coolidge

## **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**

Provide professional and proactive services in partnership with our community.

## **Vision**

Dedicated to establishing the safest community through exceptional policing.

## **Core Values**

- Courage
- Commitment
- Honor
- Integrity
- Respect



[Mission, Vision & Values Video](#)

## **DEPARTMENT INFORMATION**

The Beverly Hills Police Department is an accredited agency, which employs approximately 128 sworn police officers and 66 civilian police personnel. All new officers begin their career 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 Crime Unit
- Motorcycle Detail
- Accident Investigator
- Detective



Promotions are available to officers after three years of service. A standardized testing process is required before being placed on a promotion list.

### **CIVILIAN POSITIONS**

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



## **APPLICATION PROCESS OVERVIEW**

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

**Police Officers:** 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 (waived for lateral applicants)
3. Physical Ability Test
4. Interview Panel
5. Hiring Committee Review
6. Command Interview
7. Polygraph Examination & Background Investigation
8. Conditional Offer of Employment
9. Psychological Screening and Medical Examination
10. Offer of Employment

Following successful completion of all procedures, an applicant will immediately be hired or 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.

**Non-Sworn Employees:** Listed below are the procedures an applicant must undergo prior to being considered for employment as a non-sworn employee.

1. Online Application
2. Written Test/Practical Test
3. Interview Panel
4. Hiring Committee Review
5. Command Interview
6. Polygraph Examination & Background Investigation
7. Conditional Offer of Employment
8. Psychological Screening (May Include This)
9. Medical Examination
10. Offer of Employment

## **DETAILED APPLICATION PROCESS**

### **ONLINE APPLICATION**

Applicants can apply online by visiting: [www.beverlyhills.org/apply](http://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.

Police officer 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 3 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.

The applicants, who do not pass the PAT exam on their first try, may re-take the PAT exam a total of 3 times within 6 months.

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



## DESCRIPTION OF TASKS

- **Wall Scale:** Run a total of 150 feet, and then scale a smooth wall, six feet high. [Click for Video](#)
- **Weight Drag:** Run 50 feet to a dead weight of 140 lbs. (dummy), drag the dead weight 50 feet backwards to original starting point. [Click for Video](#)
- **Endurance Run:**
  - Entry-level police applicants: Run as many laps as possible in 12 minutes on a ¼ mile track. Complete a minimum of **6 laps** in 12 minutes. [Click for Video](#)
  - Lateral police officer applicants: Run as many laps as possible in 12 minutes. Complete a minimum of **4 laps** in 10 minutes.

## INTERVIEW PANEL

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.

## **COMMAND INTERVIEW**

Once applicants pass the written exam, physical ability test, and initial interview panel, they may be interviewed by the Command Staff.

## **HIRING COMMITTEE REVIEW**

Upon successfully passing the command interview, the applicant 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 hiring process. The areas of focus will be applicant's driving history, criminal history, illegal drug use and other pertinent information. The hiring committee will then make the determination whether the applicant meets the department’s minimum requirements, to continue in the hiring process.

## **POLYGRAPH EXAMINATION & BACKGROUND INVESTIGATION**

Applicants who pass the Police Command interview will receive a multi-page “Personal History Statement” (intensive background form) which is required to be completed and returned at the time of the initial meeting with your background investigator.

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. 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. Failure to supply the information requested also results in an automatic disqualification.

In addition to the background investigation, applicants are required to undergo a pre-employment polygraph examination. A qualified polygraph examiner administers the test. The polygraph examination is designed to confirm an applicant is 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, there is a review of an applicant's current financial responsibility, credit history, and criminal history.

## **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 hiring process. If the applicant is approved, a conditional offer of employment is made in writing, contingent upon passing a psychological and medical exam.

## **PSYCHOLOGICAL SCREENING AND MEDICAL EXAMINATION**

Each applicant receiving a conditional job offer is required to undergo a psychological screening. These psychological tests are scored, rated and used to evaluate applicants' mental and emotional ability to perform police work.

Applicants are also required to undergo an extensive medical examination to ensure their physical condition and ability to perform the duties and function required of this profession.

If an applicant is determined to be "not qualified," the applicant will be notified that they have been removed from the hiring process. The psychological screening and medical examination will be conducted by the City's designated health professional.

## **OFFER OF EMPLOYMENT**

Applicants who successfully pass the psychological screening and medical examination will immediately be hired or be placed on an eligibility list. If hired, all applicants receive a formal written offer of employment with the City of Beverly Hills. At this point, Police Academy start date for entry-level applicants will be determined. Lateral applicants will be scheduled to begin 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 disqualify an applicant. If you have a question regarding any of these areas, please contact the Personnel and Training Bureau at (310) 285-2135.

### **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 and over the age of eighteen

**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 an applicant 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

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
- DUI conviction 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
- Attempts to defeat the polygraph instrument (i.e., holding breath, hyperventilating, or taking drugs/alcohol before testing)

May Disqualify:

- Withholding information from polygraph examiner

## **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

### **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 or lack of life experience

### **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.



## **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](http://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](http://www.beverlyhills.org/apply).

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

The hiring process normally takes 4-6 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
4. Interview Panel
5. Hiring Committee Review
6. Command Interview
7. Polygraph Examination & Background Investigation
8. Conditional Offer of Employment
9. Psychological Screening and Medical Examination
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](http://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 college semester 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. What is the starting salary?*

Please visit [www.beverlyhills.org](http://www.beverlyhills.org) for current wage information.

*10. 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](http://www.beverlyhill.org/apply) to submit your application

*11. Who pays for the police academy?*

The Beverly Hills Police Department pays for the academy. In addition, the City pays for each recruit officer's salary while attending the police academy.

*12. How long is the police academy?*

Approximately 26 weeks

*13. Where is the police academy held?*

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

*14. 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.

*15. 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.

*16. 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.

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

The current authorized strength of the Beverly Hills Police Department is 143 Police Officers.

*18. 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

