



Snowflake-Taylor Police Department



Thank you for your interest in becoming a Police Officer with the Snowflake/Taylor Police Department. If you have any questions about becoming a Police Officer, please don't hesitate to e-mail or call me. I (Lieutenant Derick Ortiz) will be your guide through the hiring process and am here to help you in any way possible.

The following steps are required to successfully apply for employment with the Snowflake/Taylor Police Department.

1. Complete the Arizona Online AZ Post Application Instructions.
 - a. Follow the directions on Page #2 to submit an electronic version of your application via my.azpost.gov
 - b. When finished, make sure you write down the "Your FormID:" number.
2. Contact me by E-mail (dortiz@stpd.org) and let me know what the "Your FormID:" number is.
 - a. If you do not receive an e-mail/phone call confirming receipt of your application within 3 working days, please call 928-536-7500 ext: 224, to confirm receipt of your application.

Once your application is approved, you will be contacted to continue forward with the testing process.

The following are the additional steps/tests required in the testing process:

1. **Successfully pass the physical fitness test** – Physical fitness standards are included at the bottom of this document
2. **Successfully pass a written exam with a score of 70% or better (Study Guide Available Upon request)**
3. **Be present for an oral board interview**

We try to complete steps 1-3 the same day.

The top selected candidates will move to the next phase, which includes:

4. **Complete a polygraph and/or a voice stress analysis**
5. **Submit to a psychological examination**
6. **Have an AZ POST medical examination**
7. **Submit to a drug test**

Once all these steps have been completed your file will go to the Chief of Police who will make the final decision to hire a particular candidate. If selected you will attend the police academy at the Northeastern Arizona Law Enforcement Training Academy (NALETA).

my.azpost.gov

DOCUMENT VERSION 0.1

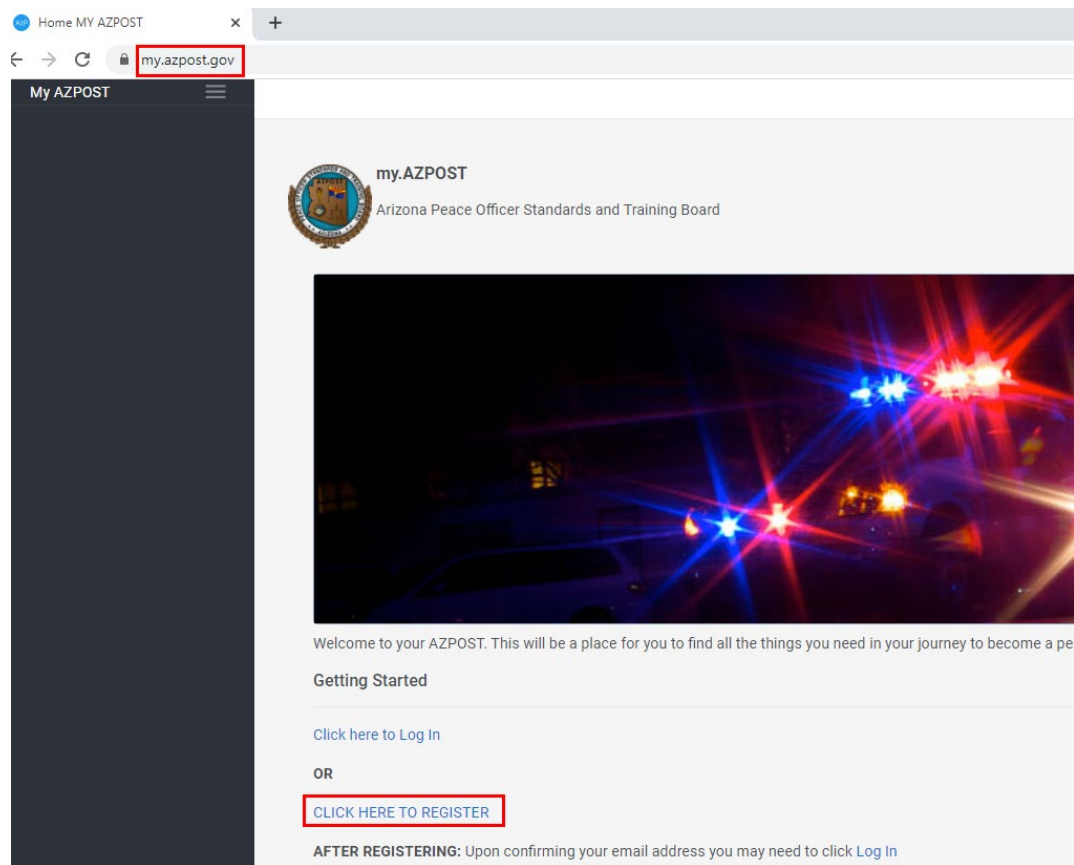
AZPOST

APPLICANTS

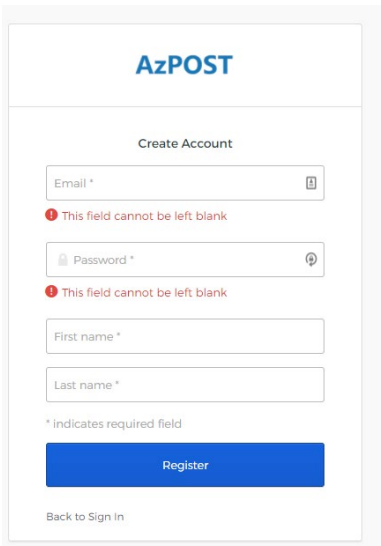
Welcome, this is your starting point with AZPOST. This will be the single place for your Personal History Form and eventually, upon successful appointment and certification, a resource for you to find information related to you.

At AZPOST we hope you are successful in your first attempt, but if you are not there will not be a need to fill out several different PH forms. You will simply come here, update your information and share you PH form with a new agency.

Navigate to **my.azpost.gov** and click on “CLICK HERE TO REGISTER”, if you have not registered. Click “Log In” if you have registered in the past.



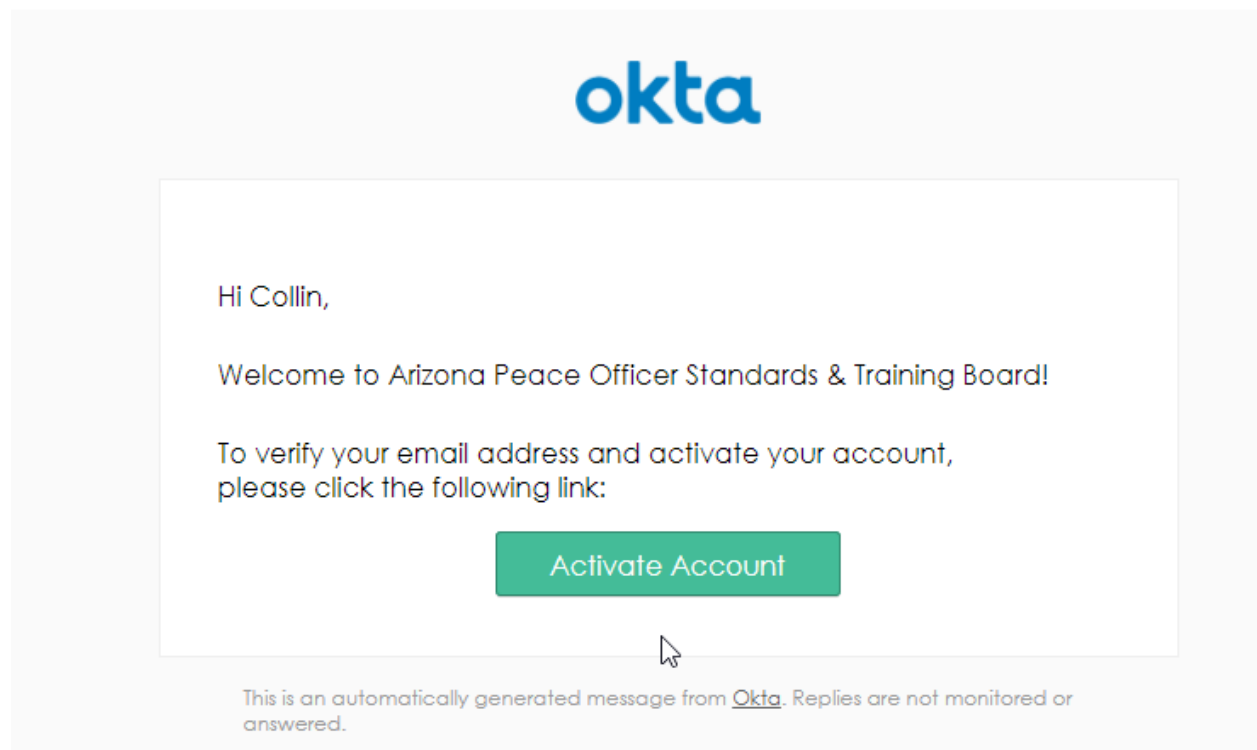
Fill out your registration information:



The screenshot shows the AzPOST registration form. At the top is the AzPOST logo. Below it is the heading "Create Account". The form contains four input fields: "Email *", "Password *", "First name *", and "Last name *". Each of the first two fields has a red error message below it: "This field cannot be left blank". Below the input fields is a blue "Register" button and a link for "Back to Sign In". A small note states "* indicates required field".

You will be sent a confirmation email to the email account you entered: Click "Activate Account".

NOTE: Make sure to check spam and junk mail.



Upon email address confirmation, you may need to click “Log In”



Welcome to your AZPOST. This will be a place for you to find all the things you need in your journey

Getting Started

[Click here to Log In](#)

OR

[CLICK HERE TO REGISTER](#)

AFTER REGISTERING: Upon confirming your email address you may need to click [Log In](#)

Enter your username and password you set up if asked.

AzPOST

Sign In

Username

Please enter a username

Password

Please enter a password

Remember me

Sign In

Need help signing in?

Don't have an account? [Sign up](#)

Upon successfully logging in, fill out your personal history form following steps 1-11

My AZPOST

Personal History Form

- General Information
- Personal References
- People Lived With
- Family
- Employment History
- Colleges and Residences
- Police and Civil Contacts
- Motor Vehicle
- Drug Usage
- Prior Law Enforcement
- Criminal Conduct
- Share

1 Peace Officer Code Of Ethics

2

3 I will exercise self-restraint a or hear of a confidential natu

4 I will never take selfish adva courtesy and vigilance, and v and serve the people of Ariz

5

6 I hereby certify that I hav

7

8 GENERAL INFORMATION

9

10 First Name

First Name

11 Physical Address

Physical Address

Mailing Address is the s

Mailing Address

Upon completion click the share button to “share” your PH form with your agency:

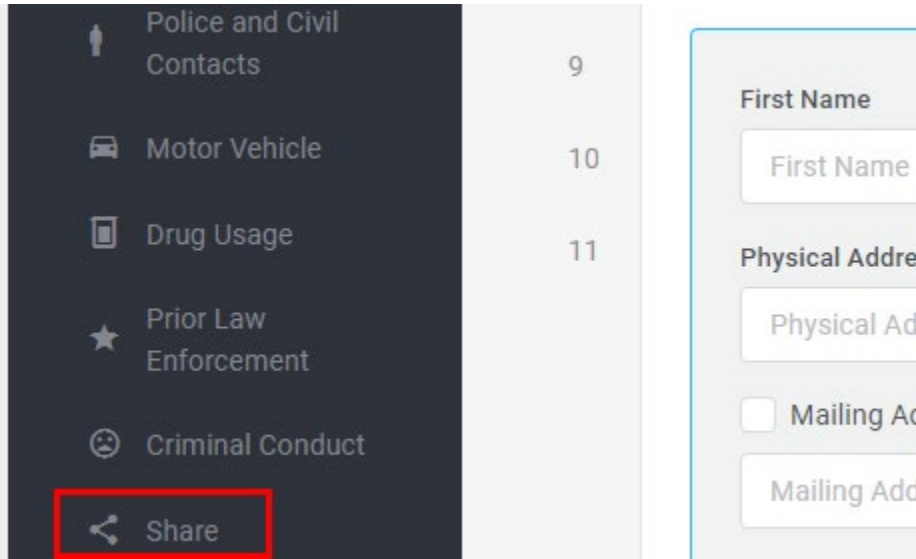
SUCCESS!!

You have completed filling out your AZPOST Personal History Form.

Don't forget to **SHARE** your Personal History Form with an Agency.

Your Session: 64F48D08-EB6C-4502-AA4E-A43D760AEEBF

Optionally: If you need to share with additional agencies you can use the “Share” menu item from the left menu:



IMPORTANT: PLEASE NOTE YOUR FORM ID. You will need to provide this number to your agency so they can successfully add you to their queue:

THE NUMBER BELOW IS FOR EXAMPLE PURPOSES ONLY. YOU WILL HAVE A DIFFERENT NUMBER FOR YOUR FORM ID

Your FormID: 888443

To share your personal history form with an agency please check the box next to

NOTE: An agency cannot see your Personal History form unless you have provided

To unshare your personal history form with an agency click the buttons below

Show 10 entries

	Agency Name
<input type="checkbox"/>	Maricopa Community College District

Search for your agency you wish to share with

Your FormID: 888443

To share your personal history form with an agency please check the box next to the agency name and click submit

NOTE: An agency cannot see your Personal History form unless you have provided your Formid to them.

To unshare your personal history form with an agency click the buttons below that say unshare.

Show entries

Search:

	Agency Name	Shared Date
<input type="checkbox"/>	Maricopa Community College District	
<input type="checkbox"/>	Maricopa Cty Attorneys Office	
<input type="checkbox"/>	Maricopa Cty Constable - Central Phx JP	
<input type="checkbox"/>	Maricopa Cty Parks and Recreation	
<input type="checkbox"/>	Maricopa Cty Sheriffs Office	
<input type="checkbox"/>	Maricopa Police Department	

Select the agency by checking the box next to it and click "Submit" at the bottom of the page:

Your FormID: 888443

To share your personal history form with an agency please check the box next to the agency name and click submit

NOTE: An agency cannot see your Personal History form unless you have provided your Formid to them.

To unshare your personal history form with an agency click the buttons below that say unshare.

Show entries

Search:

	Agency Name	Shared Date
--	-------------	-------------

Success
✓ Shared with:
Maricopa Cty Sheriffs Office

NOTE: Sharing your PH form with an agency does not notify the agency in anyway. The agency will need to communicate with you directly to get your "FormID". This communication is between you and the agency exclusively.

Physical Fitness Assessment for Police Officer Employment (Cooper Standards)

Anaerobic Power Testing (300 Meter Run Test)

- Using a 400 meter track, applicants will run $\frac{3}{4}$ of a lap (inside lane) at maximum level of effort. Time is recorded in seconds. Below is the minimum qualifying time based on sex and age:

Males:	Females:
20-29 years old – 59.0	20-29 years old – 71.0
30-39 ----- 61.0	30-39 ----- 79.0
40-49 ----- 72.0	40-49 ----- 94.0
50-59 ----- 83.2	50-59 ----- 110.0

Cardiorespiratory Fitness Test (1.5 mile run)

- Using a 400 meter track, applicants will run 1.5 miles (6 full laps) for time. Below is the minimum qualifying time based on sex and age:

Males:	Females:
All Ages ----- 15:14	All Ages ----- 19:10

Dynamic Strength Test (One Minute Sit-Ups)

- Applicants will perform as many standard sit-ups as possible in one minute. Shoulder blades must touch the ground and elbows must touch the knees for the sit-up to count. Below are minimum qualifying scores based on sex and age:

Males:	Females:
20-29 ----- 37	20-29 ----- 34
30-39 ----- 33	30-39 ----- 26
40-49 ----- 28	40-49 ----- 21
50-59 ----- 22	50-59 ----- 16

CONTINUED ON NEXT PAGE.....

Dynamic Strength Test (Full Body Push-Up in One Minute)

- Applicants will perform as many standard full body push-ups as possible in one minute. Applicants will start in the “up” position with elbow locked and knees off the ground. One push up consists of applicants lowering themselves toward the ground until their chest comes approximately 6 inches from the ground at which point they will push themselves back up until their arms are straight, all while keeping their backs and hips aligned with no bend. Below is the minimum number of push-ups needed to qualify based on sex and age:

Males:

20-29 ----- 29

30-39 ----- 24

40-49 ----- 18

50-59 ----- 13

Females:

20-29 ----- 15

30-39 ----- 11

40-49 ----- 9

50-59 ----- 5

The physical fitness test will be administered in the following order:

1. 300 Meter Run (5 minute break before next exercise)
2. One Minute Push-ups (3-5 minute break before next exercise)
3. One Minute Sit-ups (10 minute break before next exercise)
4. 1.5 Mile Run

Applicants should consult a medical professional prior to testing to ensure their condition allows participation. A liability waiver must be signed prior to participation and will be provided on the day of testing. Applicants will be responsible for warming up prior to beginning the test. Applicants will also be responsible to provide all water or refreshments needed during the test.