

## Process to Become an OSP Recruit Trooper

All information below can be found on the OSP website ([www.oregon.gov/osp/jobs](http://www.oregon.gov/osp/jobs)). It is recommended and highly encouraged that any person wishing to apply with the Oregon State Police as a Recruit Trooper carefully read all information located on the Oregon State Police website and the applicant should familiarize themselves with the process and the expectations.

The below process and explanations of the specific steps can change or be amended at any time.

### Process Steps:

1. Pass the NTN Frontline Law Enforcement Exam
2. Complete an OSP Online Application through Government Jobs.com
3. Pass the ORPAT
4. Complete the Pre-Psychological Risk Assessment (CPI)
5. Participate in an OSP Communication Assessment
6. If an applicant is selected based on their scores, a Background Investigation will be conducted
7. Participate in a Command Interview
8. Conditional Job Offer of Employment
9. Post-Offer Psychological Evaluation & Medical Screening
10. Appointment to Recruit Trooper

### FAQ:

- Steps #1 - #5 can be completed in any order by the applicant, but all 5 steps **MUST** be completed by the date designated by the agency as the 'closing' date for the recruitment period. The recruitment period is the time allotted to complete each of the 5 steps and doesn't coincide with the OSP Application Deadline. If the applicant fails to complete any of the #1 through #5 steps, the applicant's application will be closed and the applicant will be denied to continue in the process.



## Step 1 – NTN Exam Process

- OSP contracts with the Nation Testing Network to complete comprehensive testing on all Recruit Trooper Applicants.
- The applicant must access the website [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com) for the NTN (National Testing Network) to create an account and to take the Law Enforcement Entrance Exam. Prior to taking the exam, the applicant should make sure they are ready and have completed research on what the exam entails.
- The scores on the three sections of the NTN exam are important and will be factored into the decision on whether an applicant is selected to move forward in the OSP process after the OSP Communication Assessment is completed. The goal for the applicant is to achieve the highest score that they are able to in all three areas of the NTN exam. If an applicant takes the NTN exam and the applicant believes their scores are low, the applicant can retake the NTN exam, but they must wait 3 months before retaking it. The previous scores the applicant received will be deleted and the new exam scores entered. Test scores are valid for 12 months.
- There is a \$49.00 fee that the applicant must pay in order to take the exam and forward their scores to one law enforcement agency. If the applicant decides to apply with multiple agencies, each additional agency is \$9.50. NTN does offer to applicants, an option to submit a Fee Waiver request. The applicant submits the request and NTN will contact OSP and OSP will make a determination to either grant or deny a fee waiver / scholarship for the applicant.

### NTN Exam – 3 Sections:

- Video-Based Human Relations Test
  - Applicants watch a video segment and then choose the BEST course of action in a multiple-choice format.
- Reading Ability Test
  - Applicants read information and fill in blanks where words have been left out. Applicants choose a word that best fits the blanks in the information.
- Report Writing Test
  - Applicants view a brief incident on a video. They are allowed to take notes and then they write a report on the answer sheet in the space provided. An example report is provided to the applicant.

## Step 2 – Electronic Online OSP Application Process ([www.oregon.gov/osp](http://www.oregon.gov/osp))

- Located on the main OSP website (Internet) in the box titled, “Jobs & Careers” is a section titled, “General Hiring Process”. Click that link and then a ‘drop down box’ titled, “Electronic Application System” appears. Click here.
  - OSP utilizes the State of Oregon’s online application system through Government Jobs.com. The OSP website has a link that will automatically direct the applicant to the online application for a Recruit Trooper position. Click the highlighted words, “State of Oregon specific jobs”.
  - Once in the portal, in the search bar, type “Trooper” and **if** there is an active recruitment application process open at OSP, the job announcement for OSP Trooper will appear. OSP only recruits applicants 1 or 2 times a year. If OSP does not have an active recruitment application process open, nothing will appear. The below instructions under this step will only be accessible if OSP is open for recruitment.
    - An easy way to verify if OSP is accepting applications is for a potential applicant to go to the website “Oregon Police Jobs”. This website lists most police openings for agencies in Oregon. If OSP is shown on the list, then OSP is accepting applicants for Recruit Trooper.
  - Click on the link and the position description will appear. At the top of the page is an orange oblong box .
  - Click the box.
  - Applicant must create an account.
  - Fill out the online application and submit when completed.
    - NOTE: The online application can be tricky at first. The screen with “Quick Apply” at the top is for applicants that already have a resume built that works with this program. If the applicant does not have a resume document, then the applicant needs to click the right arrow  on the orange status bar to move forward to the next page of the application.

## Step 3 – ORPAT

- The applicant must take the Oregon Physical Abilities Test (ORPAT).
- The ORPAT is a hybrid physical ability-job assessment process.
- The ORPAT score is valid for 12 months and can be taken prior to applying with OSP.
- The ORPAT is offered through NTN or other Oregon law enforcement agencies and there normally is a fee for the test.
- The ORPAT is also offered by OSP at various dates when OSP is in an active recruitment period. When OSP offers the ORPAT to applicants, it is **free**. OSP will offer applicants the opportunity to complete Steps 3, 4 and/or 5 - at the same time and same location.

#### **Step 4 – Pre-Employment Psychological Risk Assessment (CPI)**

- OSP requires all applicants to take a psychological risk assessment (CPI).
- The CPI assessment is conducted on a computer and is monitored by OSP. The CPI assessment takes approximately 2-3 hours to complete.
- Results of the CPI assessment are provided to OSP and the results are used by the agency when making the determination to move an applicant forward in the process.
- Applicants do not receive the results of the CPI assessment.
- The Pre-employment psychological screening does not determine an applicant's sanity or lack thereof. It assesses an applicant's suitability for a career in law enforcement.
- If an applicant does not receive a favorable rating, the applicant will be notified that they will not be moving forward in the application process.

#### **Step 5 – Communication Assessment**

- Commonly referred to as an initial interview.
- The applicant will be assessed on their communication skills by a three-person panel.
- The three-person panel will ask questions of the applicant and evaluate the applicants' communication skills based off the preferred skills outlined in the OSP job announcement.
- The responses provided by the applicant will be scored.

#### **Step 6 – Background Investigation**

- If an applicant passes the NTN, the ORPAT, completes the CPI with a "suitable" rating and receives satisfactory scores during the Communication Assessment, the applicant may be moved to the Background Investigation phase.
- The determination to move an applicant forward in the hiring process is dependent on the applicants' combined scores from the NTN exam, the Communication Assessment and any Veteran's points the applicant may be entitled to. OSP will determine how many positions for Recruit Trooper are vacant and an appropriate number of background investigation packets are processed in order to have enough potential candidates to fill the vacancies.
- Background Investigations are conducted by current OSP Troopers and by retired Oregon Law Enforcement members.



### **Step 7 – Command Interview**

- Once the applicant has successfully completed Steps 1 – 6 and the applicants Background Investigation packet returned as satisfactory, the applicant will be scheduled for a Command Interview.
- Command Interviews are held at the Oregon State Police Headquarters in Salem, Oregon.
- Panel members are sworn members of the agency's Executive Leadership Team.
- Applicants are asked a series of questions and assessed on their responses.
- Veteran's points, if applicable, are applied to the Command Interview scores and all applicants are ranked in order of scores.

### **Step 8 – Conditional Job Offer**

- Based on the applicants' scores from the Command Interview process, a list is created and job offers are tendered to applicants, based on applicant scores and agency need.
- During this phase, applicants are notified of the duty station assignment that has been assigned to the applicant. The applicant is also notified it is only a conditional job offer, due to Step 9 that must be successfully completed.

### **Step 9 – Post-Offer Psychological Evaluation & Medical Screening**

- The applicant will work with the OSP Recruiter to schedule a Psychological Evaluation and a Medical Screening.
- The psychologist will meet in person with the applicant and following the appointment, will notify OSP if the applicant is "Suitable" or "Unsuitable" to be a Trooper with the Oregon State Police.
- A medical doctor will meet in person with the applicant and following the appointment, will notify OSP if the applicant is medically able to perform the job functions of a Trooper with the Oregon State Police.

### **Step 10 – Appointment as Recruit Trooper**

- Once the applicant has successfully moved through Steps 1 – 9, the applicant will be notified by OSP they have successfully completed all steps in the hiring process.
- The applicant will be notified of the date the OSP Recruit Pre-Academy is scheduled to begin.
- The applicant will work with the OSP Training & Recruiting Section to ensure they are ready to start the OSP Pre-Academy and that they have all required equipment needed to start the academy.