

# Frederick Police Department

## Hiring & Selection Process – Entry-Level Police Officer

Applicants must successfully complete each phase & step in order to remain eligible to continue in the process.

### Phase 1 – Pre-Offer

<b>Step 1 – Application</b>				
<ul style="list-style-type: none"> <li>A. Anyone seeking employment with the Department as a police officer must complete and submit an application for employment via Frederick Police Department website – <a href="https://frederickpolice.org">https://frederickpolice.org</a></li> <li>B. Once the application is reviewed, the applicant will select a date for Orientation/Written testing/ Fitness testing</li> <li>C. Once we receive notification this has been done, we will email the Pre-Screen Questionnaire (PSQ), Personal History Questionnaire (PHQ), Physical Fitness Test Waiver, &amp; a written test study guide to the applicant</li> <li>D. These four documents are also available on the Frederick Police Department website via “Documents” tab</li> </ul>				
<b>Step 2 – Orientation</b>				
Applicants will attend an orientation which provides an overview the application & hiring process and of the FPD Academy and training				
<b>– Pre-Screen</b>				
<ul style="list-style-type: none"> <li>A. Pre-Screen Questionnaire is required to be completed and handed in upon arrival on this date and time</li> <li>B. Pre-Screen Questionnaire provides the Department with necessary information to determine an applicant’s eligibility for obtaining police officer certification in the State of Maryland and their eligibility to continue in the process</li> <li>C. Applicants eligible to continue in the process will then participate in written test</li> </ul>				
<b>– Written Testing</b>				
<ul style="list-style-type: none"> <li>A. Frederick Police Department uses the Police Officer Selection Test (POST) developed by Standard &amp; Associates of Chicago, Illinois for entry-level written testing</li> <li>B. Written test is administered and scored in accordance with the procedures set forth by Standard &amp; Associates.</li> <li>C. Written test is made up of four separate timed sections and all questions are multiple-choice</li> <li>D. To obtain a passing score on the written test, the applicant must attain an overall average score of 70% with no individual section score below 65%.</li> <li>E. Applicants who attain a passing test score are eligible to continue to Physical Fitness Testing</li> </ul>				
	Section	Test	Number of Items	Time Limit
	I	Arithmetic	20	25 minutes
	II	Reading comprehension	25	25 minutes
	III	Grammar	20	15 minutes
	IV	Incident Report Writing	10	15 minutes
<b>– Physical Fitness Testing</b>				
<ul style="list-style-type: none"> <li>A. Applicant will undergo physical fitness testing</li> <li>B. Test consists of a maximum number of Sit-Ups and Push-Ups in 1 minute, 300 Meter run, and 1.5 Mile run</li> <li>C. “Physical Agility Medical Waiver” with completed physician certification will be required to participate</li> <li>D. Applicants who attain a passing test score are eligible to continue to the Background Investigation</li> </ul>				
<b>Step 3 – Background Investigation</b>				
<ul style="list-style-type: none"> <li>A. Applicant will meet with a Background Investigator for an interview and any necessary follow-up interviews</li> <li>B. Applicant will complete a Personal History Questionnaire (PHQ) and provide it to Background Investigator at this time</li> <li>C. Applicant will provide the required documents to the investigator for review, authentication, &amp; verification</li> </ul>				

### Phase 2 – Post-Offer

<b>Step 4 – Polygraph Examination</b>				
<ul style="list-style-type: none"> <li>A. Applicants in the background stage of the selection process are required to submit to a polygraph examination</li> <li>B. Applicant will be contacted by polygraph examiner to schedule polygraph</li> </ul>				
<b>Step 5 – Psychological Testing</b>				
<ul style="list-style-type: none"> <li>A. Applicant will participate in Psychological Written test</li> <li>B. Applicant will participate in a Personal Interview with Psychologist</li> </ul>				
<b>Step 6 – Departmental Selection Committee Review</b>				
Once all the above steps are completed, the Committee will review the file of each candidate remaining in the selection process. Each member of the Committee will make a recommendation to either hire/not hire the candidate				
<b>Step 7 – Final Selection by the Chief of Police</b>				
The Chief of Police will review the recommendation(s) and will select candidates to hire				
<b>Step 8 – Medical Examination &amp; Drug Screening</b>				
Performed in two steps – information will be provided to applicants who advance to this stage of the process				