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**Police Officer Applicant Process**

**Step 1: Initial Interview (after Minimum Qualifications are screened)**

* Conducted over Zoom
* Takes approximately 30 minutes to complete
* Generally conducted by two Police Department members and HR representative.
* Note: Lateral Police Officer applicants are not required to complete this step.

**Step 2: Command Interview/Written Test/Physical Agility Test**

* Three tests will take place in person at the Police Department (approx. 1.5 hours to complete all stages of testing.
* Command Interview:
	+ In-person interview conducted by two Command Staff level members of the Police Department.
	+ Takes approximately 30 minutes to complete.
* Written Test
	+ Short narrative writing exercise followed by spelling, grammar and reading comprehension questions.
* Physical Agility Test
	+ Pass/Fail assessment; the following must be completed in under 3 minutes:
	+ Running approximately 350 yards along a campus sidewalk
	+ Running/climbing the stairs in Henderson Parking Garage (6 stories)
	+ Dragging 150-pound dummy 15 feet.
	+ If applicants fail the physical agility test, if they have successfully passed all other elements up to that point, they will be provided one opportunity to re-test within 30 days.

**Step 3: Background Investigation**

* Thorough background investigation completed for applicants by an outside 3rd party background investigation contractor.
	+ Background includes, but is not limited to: previous work history, police contacts, records checks, personal history, reference checks.
* In addition to a background investigation, a drug screening, polygraph, and fingerprints will be completed.
* Takes approximately 5-6 weeks on average to complete this stage.

**Step 4: Conditional Offer of Employment**

**Step 5: Psychological Exam**

* Conducted by outside psychological exam contractor (in person or via video conference).
* Takes approximately 3 hours to complete.

**Step 6: Medical Screening**

* Conducted at a physician’s office to ensure applicant meets physical requirements of the position.

**Step 7: Final Offer of Employment**

The hiring process for Police Officer applicants averages between 3-4 months from date of application. The time range may vary based on prompt response/communication with the applicant, appointment availability and other factors.