

Frederick Police Department Hiring & Selection Process – Entry-Level Police Officer

The Frederick Police Department’s Entry-Level Hiring and Selection Process is comprised of several steps and is divided into two Stages. The first stage is the Pre-Offer Stage and covers step 1 thru 7. The Post-Offer Stage covers the remaining steps. Applicants must successfully complete each step in order to remain eligible to continue in the process.

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Phase 1 – Pre-Offer Phase		
Step 1	Application and pre-screening	<ol style="list-style-type: none"> 1. Anyone seeking employment with the Department as a police officer must complete and submit an application for employment. 2. Once we receive an application we will email the pre-screening questionnaire. 3. The pre-screening questionnaire provides the Department with necessary information to determine an applicant’s eligibility for obtaining police officer certification in the State of Maryland.

Step 2	Orientation	1. Applicants will receive a comprehensive overview of each step in the selection and hiring process.
Step 3	Written Testing	<ol style="list-style-type: none"> 1. For entry-level written testing, the Department uses the Police Officer Selection Test (POST) developed by Standard & Associates of Chicago, Illinois. 2. The test is administered and scored in accordance with the procedures set forth by the Standard & Associates. 3. The written test is made up of four separate timed sections. 4. All questions are multiple-choice. 5. 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%. Applicants who attain a passing test score are eligible to interview.

Section	Test	Number of Items	Time limit
I	Arithmetic	20	20 minutes
II	Reading Comprehension	25	25 minutes
III	Grammar	20	15 minutes
IV	Incident Report Writing	10	15 minutes

Written Test Study Guide:

We have received a limited supply of written test study guides. The study guide is not required. It is just a tool to help you prepare for the written test. You may obtain a study guide at our information window at Police Headquarters located at 100 West Patrick Street Frederick, MD 21701. The information window is open 8:00 am to 4:30 pm Monday thru Friday, except holidays. You must pay for the study guide upon receipt. The cost is \$5.00. Cash will be the only accepted form of payment. You will be given a receipt at the time of payment.

Out of state applicants who cannot report to the police station may request the study guide be sent by mail. Out of state applicants who request a study guide be mailed will incur \$1.65 postage cost in addition to the \$5.00. Personal checks will be accepted as payment in these instances, however a check returned for insufficient funds will result in your elimination from the selection process. Checks should be made out to the City of Frederick and mailed to my office at the address below. Once we receive your check we will mail the study guide.

A/Sgt. Angela Waechter
 Frederick Police Department
 100 West Patrick Street

Frederick, MD 21701

Step 4	Personal History Questionnaire	<ol style="list-style-type: none"> 1. The Department use Background Solutions Background Assistant software to automate the PHQ. 2. Applicants who attain a passing test score and are eligible to interview will be provided instructions on completing the PHQ. 3. Applicants will access the software online to complete their PHQ. 4. Applicants will be given sufficient time to complete the PHQ prior to their written test date.
Step 5	Panel Interview	<p>Once written testing is completed, eligible candidates will be invited to interview for the position. The Department's goal is to interview all eligible candidates; however, this is not always possible. In the event it is not possible to interview all eligible candidates, a cutoff score will be selected based on the results of the written test. Candidates who scored above the cutoff score will be invited to interview. Candidates who scored below the cutoff score will not be invited to interview.</p> <p>The interview panel is comprised of three sworn Department members of various ranks. Candidates will be asked a series of questions during the interview that are designed to illicit responses that will help us determine the candidate's suitability for a position with the Department. The panel will score each interview and will make a recommendation as to whether or not the candidate should advance to the background investigation stage of the selection process.</p>
Step 6	Background Investigation	<p>The background investigation involves several steps to include:</p> <ol style="list-style-type: none"> 1. Completing a Personal History Questionnaire (PHQ) 2. Meeting with the background investigator for a one on one interview and any necessary follow up interviews 3. Providing required document to the investigator for authentication and verification
Step 7	Polygraph Examination	Candidates in the background stage of the selection process are required to submit to a polygraph examination.

Phase 2 – Post Offer Phase

Step 8	Physical Fitness Testing	Candidates will undergo physical fitness testing.
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Step 9	Psychological Testing	Psychological testing is completed in two steps. The first step is psychological written testing. The second step is a one on one interview with a Department Psychologist
Step 10	Medical Examination and Drug Screening	The medical examination and drug screening are completed in two steps. More information will be provided to candidates who advance to the stage of the selection process.
Step 11	Selection Committee Review	Once all the above steps are completed, the Department's Selection Committee will review the file of each candidate remaining in the selection process. Each member of the Selection Committee will make a recommendation to either hire the candidate or not hire the candidate.
Step 12	Final Selection by the Chief of Police	The Chief of Police will review the recommendation and will select candidates to hire.