



**Human Resources
Department**

June 1, 2012

Dear Applicant:

This letter is to give prospective applicants a general overview of the City of Rome's upcoming Police Officer Entry Level Hiring Process. It also provides information concerning requirements necessary to begin your police officer career. The hiring process for entry level Police Officer is extremely competitive and requires much effort. The process takes approximately four (4) months to complete and will begin June 1, 2012, with a tentative hiring date of September 17, 2012. The minimum requirements for Police Officer are as follows:

- Must be at least 21 years of age.
- Must be a citizen of the United States.
- Must be a high school graduate or possess a GED (must provide copy of certificate or transcript).
- Must not have been convicted of a felony or have a domestic violence violation charge.
- Must not have been dishonorably discharged from any branch of military service (must provide a copy of DD214).
- Must possess and provide a copy of a valid Driver's License.
- Must not have been convicted of a DUI in the last three (3) years and/or have more than 15 points against driver's license.
- Obtain Work Ready Certification from Georgia Northwestern Technical College (GNTC) and provide either score sheets with a minimum entry score for the following skill sets: Reading for Information/4, Applied Mathematics/4 and Locating Information/4 or Silver Certificate (See detailed information provided in the body of this letter).
- Pass New Hire Compass Exam at applicant's own expense.
- Ability to meet current requirements set forth by the Georgia Police Officer Standard and Training Council.

First Phase of the Entry Level Hiring Process

- Submit all required paperwork by **Friday, June 29, 2012 at 5:00pm** to the Human Resources Department at the Carnegie Building (Lower Backside Level) at 607 Broad Street, Rome GA.
- Attend a Mandatory Police Department Orientation at 6:00p.m. on Monday, July 9, 2012 at the City of Rome Auditorium at 601 Broad Street, Rome GA. (**Be on time, NO entry after 6:00 p.m.**). If you want to proceed in the entry level hiring process, you must obtain a New Hire Physical Agility Test appointment time card immediately following Mandatory Orientation. The appointment card must be presented at the time you report to the New Hire Physical Agility Test.
- Selection Committee will conduct initial background investigation (Drivers License and Criminal History) of all candidates that attend mandatory orientation Tuesday, July 10, 2012 through Friday, July 13, 2012. Note: Unsatisfactory reports will result in immediate disqualification from the entry level hiring process.
- Attend, complete Medical Release Form and successfully pass the New Hire Physical Agility Test. Test will be conducted Monday, July 16, 2012 or Tuesday, July 17, 2012 at Barron Stadium located at 300 West 3rd Street SW, Rome, GA. You must present your appointment time card at the time you report to the New Hire Physical Agility Test.
- Attend initial interview. Initial interviews will be conducted Monday, July 23 through Wednesday, July 25, 2012; interviews will be scheduled at the time that you successfully complete the Physical Agility Test.

Please note: If you do not attend or do not successfully pass any required testing or initial background investigation, you will be immediately disqualified from the entry level hiring process at that level.

607 Broad Street • PO Box 1433 • Rome, Georgia 30162-1433

phone: 706/236-4450 • fax: 706/236-4465

www.rome.ga.us

Applicants are required to obtain a Georgia Work Ready Certificate before progressing in the process. Georgia's Work Ready Certificate Program is based on ACT WorkKeys® accredited National Career Readiness Certificate. The certificate(s) can be obtained at Georgia Northwestern Technical College (GNTC). The City requires the following scores on the core skills assessments: Applied Math/4, Locating Information/4 and Reading for Information/4 which is equivalent to a Silver Certificate (instant score sheets or certificate will be accepted). If you fall below the minimum required core skill scores for the Work Ready Certificate, the program allows individuals to improve their scores in those area(s) through skill gap online training. Once you have completed the online gap training; you must reschedule testing. You may take the test at least twice at no cost to you. You must contact Georgia Northwestern Technical College (Rome Campus) at (706) 295-6553 to schedule an assessment or schedule a retest. If you live outside the local area, contact Georgia Northwestern Technical College for a referral to a technical college near you. Please do not delay in taking the Work Ready Assessment because of the opportunity to obtain remedial training and retake the assessment prior to Friday, June 29, 2012. Once you complete the assessment, you will be given your "Instant Score" results; please print a copy of your "Instant Score" results. For additional information on the Georgia Work Ready Certificate visit Georgia Northwestern Technical College's website at www.gntc.edu or Georgia Work Ready at www.gaworkready.org. The position is posted on the Georgia Work Ready Website; **Job Code AY6WWN1T**. You will need the job code when scheduling your test.

You must submit a copy of your "Instant Score" results and all required documents as noted on the attached check-off list to the City of Rome Human Resources Department at 607 Broad Street (located on the bottom level at the back side of the building) in person on or before **Friday, June 29, 2012 at 5:00pm**. When you drop off all required paperwork, you will also be required to complete two forms (Georgia Drivers License History Consent Form and Criminal History Consent Form) and also complete a questionnaire; please allow at least 30 minutes to 1 hour to complete additional information.

Second Phase of the Entry Level Hiring Process

- Based on the results of the all components of First Phase of the Entry Level Hiring Process, the Selection Committee will identify the top 15 candidates; candidates will be notified by Friday, July 27, 2012.
- Top 15 candidates will be required to schedule, complete and pass the New Hire Compass Exam. Results are immediate and must be submitted to the Human Resources Department upon receipt of the results and no later than Friday, August 10, 2012. Candidates will be responsible for the exam cost (\$15 - \$25) and can take the Compass Exam with Georgia Northwestern Technical College or obtain a referral to another technical college near you. For more information contact Georgia Northwestern Technical College at (706) 802-5381 or visit the website at www.gntc.edu/admissions/testing.php.
- Top 15 candidates will be required to immediately complete and submit a long application to the Human Resources Department. **(Failure to submit long application will disqualify you from the entry level hiring process.)**
- Top 15 candidates will be subject to an extensive background investigation, polygraph, psychological test, drug/alcohol screen and medical physical exam as scheduled by the Police Department. The extensive background investigation will be conducted between Monday, July 30, 2012 and Friday, August 10, 2012; the polygraphs and psychological testing will be conducted the week of August 13, 2012; and the medical physical exams will be conducted the week of August 20, 2012.

Third Phase of the Entry Level Hiring Process

- Based on the results all second phase requirements; the top 10 candidates will be identified and notified the week of Monday, August 27, 2012.
- Final interviews will be scheduled with the Chief of Police and Deputy Chief of Police the week of September 4, 2012.
- Once final interviews are complete, the Police Chief, Deputy Chief and Selection Committee will rank the top 10 candidates and create an eligibility list. You will be notified of your status in the entry level hiring process.
- Successful candidates filling the authorized vacancies will be notified of the new hire/rookie school (September 17, 2012) and mandate training (Monday, October 10, 2012) processes.

If you have already completed a Police Short-Application and plan to participate in the Entry Level Hiring Process, it is not necessary to complete a second application at this time. However, if any vital information has changed, such as your address or phone number; you will need to update your application to assure you will be contacted as the process progresses.

Applicants are required to provide copies of the following documents to Human Resources Department below on or before Friday, June 29, 2012 at 5:00pm. Failure to submit all required documents will result in immediate disqualification from the entry level hiring process.

- At least 21 years of age
- Citizen of the United States
- High School Diploma/GED
- Valid Driver's License
- Birth Certificate
- Social Security Card
- DD-214 (if applicable- discharge from military service)
- Work Ready Certifications with a minimum entry score for the following skill sets: Reading for Information/4, Applied Mathematics/4 and Locating Information/4 test "Instant Score" results or Silver Certificate
- Miscellaneous Documents-optional (other documents you would like considered such as college credits, college degrees, EMT certification, POST Certification or POST related training)
- Georgia Drivers License History Consent Form (must complete at the time that you return required documents)
- Criminal History Consent Form (must complete at the time that you return required documents)
- Complete Written Interview Questions at the time that you submit required paperwork (allow a minimum of 30 minutes to 1 hour to complete questionnaire)

You will be contacted regarding your status in the process either by general mail, email or by phone so it is very important to maintain complete and accurate contact information at all times during the recruitment/selection process, please contact Human Resources immediately with changes.

The upcoming anticipated Entry Level Hiring Process timeline will be conducted as follows:

- **Application Deadline – Friday, June 29, 2012 at 5:00 p.m.**
All required paperwork must be submitted to the Human Resources Department located in the lower/back side level of the Carnegie Building located at 607 Broad Street/Suite 100, Rome GA 30161.
- **Mandatory Police Department Orientation - Monday, July 9, 2012 at 6:00p.m.**
City of Rome Auditorium located at 601 Broad Street, Rome GA 30161 (***Be on time, NO entries after 6:00 p.m.***)
- **Initial Background Investigations (Drivers License and Criminal History)** will be conducted by Selection Committee the **week of July 10 through July 13, 2012.**
- **Physical Agility Test will be conducted by scheduled appointment Monday, July 16, 2012 or Tuesday, July 17, 2012 from 8:00a.m. – 8:00 p.m.** located at Barron Stadium 300 West 3rd Street, Rome GA 30161.
- **Initial Interviews** - All candidates who successfully pass Physical Agility and Background Investigation will be interviewed **Monday, July 23 through Wednesday, July 25, 2012 (by scheduled appointment)** at the Cleveland Training Center 2626 Callier Springs Road, Rome GA 30161.
- **Candidates Initial Short List**
 - Top 15 candidates notified **Friday, July 27, 2012**; candidates are required to immediately obtain, complete and submit a long application form to the Human Resources Department.
 - Top 15 candidates are required to schedule, complete and pass the New Hire Compass Exam ***at their own expense***. Results are immediate and must be submitted to the Human Resources Department **no later than Friday, August 10, 2012.** (It is the responsibility of the candidates to schedule the Compass Exam with Georgia Northwestern Technical College or obtain a referral to another technical college near you.)
- **Comprehensive Background Investigation - Monday, July 30, 2012 – Friday, August 10, 2012**
Based on the background investigation, the candidates will be scheduled for the polygraph and psychological testing the week of August 13, 2012; and the medical exams will be scheduled the week of August 20, 2012.

- **Final Interview Process**

Interviews of the top 10 will be conducted the week of **Monday, August 27, 2012**. Candidates will be interviewed by the Chief of Police and Deputy Chief. The Chief of Police, Deputy Chief and Selection Committee will rank the top 10 candidates and notify the candidates of their hiring standings.

- **Hire Date**

Monday, September 17, 2012/8:00a.m. In-House Rookie School for three weeks
Police Department Headquarters 5 Government Plaza Rome GA 30161

- **Mandate Training**

Monday, October 10, 2012

Georgia Public Safety Training Center (GPSTC)/Location to be determined

(New Hires will be responsible for own transportation to and from Mandate Training)

Note: Certified Georgia Police Officers will not be required to attend Mandate Training; out-of-state certified Police Officers will be required to attend approximately 200 hours as coordinated with Georgia POST Council.

I must also inform you that the City of Rome Police Department strictly enforces a dress code which includes, but not limited to, such things as hair length, body piercing, and tattoos; this will all be covered during the mandatory orientation.

If you have any questions regarding this information, please contact me at (706) 236-4450. For more information, please visit the City's website at www.romefloyd.com. Thank you for your interest in employment with the City of Rome Police Department and good luck in the entry level hiring process.

Sincerely,



Deena Adams
Employment Administrator

Enclosure: Check-Off List

CHECK-OFF LIST FOR POLICE OFFICER ENTRY LEVEL HIRING PROCESS

This check-off list is being provided for your convenience and to assist you in providing all required paperwork within the required time frame. Remember, failure to provide required documents and information will result in immediate disqualification from the entry level hiring process. Please put your required paperwork in order as noted below and place Check-Off List on top.

Step 1: Submit all required paperwork by 5:00p.m. Monday, June 29, 2012.

- Employment Application (if already on file, have Human Resources Representative pull and attach to paperwork)
- High School Diploma/GED
- Valid Driver's License
- Birth Certificate
- Social Security Card
- DD-214 (if applicable- discharge from military service)
- Work Ready Certifications with a minimum entry score for the following skill sets: Reading for Information/4, Applied Mathematics/4 and Locating Information/4 "instant" test results or copy of Silver Certificate
- Miscellaneous Documents-optional (other documents you would like considered such as college credits, college degrees, EMT certification, POST Certification or POST related training)

Step 2: Complete the consent forms noted below:

- Georgia's Drivers License History Consent Form *(must complete at the time that you return required documents)*
- Criminal History Consent Form *(must complete at the time that you return required documents)*

Step 3. Complete Written Interview Questions at the time that you submit required paperwork (allow a minimum of 30 minutes to 1 hour to complete questionnaire).

- Written Interview Questions

NOTE: It is very important to you to prepare yourself to meet deadlines by noting on your personal appointment calendar.

Last Four Digits of Applicant's Social Security Number: _____

Applicant Name (print): _____ Applicant Signature: _____

Email Address: _____ Contact Number: _____

Secondary Contact Person/Number: _____

Signature of Human Resources Representative that verified information: _____

Date Received: _____