



**Human Resources
Department**

**ROME POLICE DEPARTMENT
ENTRY LEVEL OFFICER/CERTIFIED OFFICER
www.romefloyd.com**

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MINIMUM REQUIREMENTS

- 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, and not have been convicted of a DUI in the last three (3) years and/or have more than 15 points against driver's license record.
- Obtain Work Ready Certification from Georgia Northwestern Technical College (Phone **706-295-6553**) 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. Work Ready Certification can be obtained at any Georgia Technical College or if you live outside Georgia visit <http://act.org/certificate/certstates.html> to see if your state offers a Work Ready (ACT) Certified Exam at a Technical College near you. Preregistration required.
- Pass New Hire Compass Exam **at applicant's own expense**. See attachment for additional information.
- Ability to meet current requirements set forth by the Georgia Police Officer Standard and Training Council.
- Attend a Mandatory Police Department Orientation.¹
- Complete a Medical Release Form and successfully pass the New Hire Physical Agility Test. (Will be explained at Orientation.)
- All candidates must submit to and successfully pass a drug/alcohol screen and physical, extensive background check and criminal investigation.

REQUIRED DOCUMENTS (submit only after official hiring process announced)

- High School Diploma/GED,
- Valid Driver's License
- Birth Certificate
- Social Security Card
- DD-214 (if applicable- discharge from military service)
- Work Ready Certifications (either "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)
- Employment Application (submit either online, fax, or in person)

COMPLETE IN HR (immediately after submission of all documents listed above)

- Georgia's Drivers License History Consent Form (*must complete when all required documents are submitted*)
- Criminal History Consent Form (*must complete when all required documents are submitted*)

¹ Does not apply during Certified Applicants only entry level hiring processes.

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Testing Center

GNTC uses the COMPASS test for admission and placement.

This is a requirement for enrollment into most GNTC programs of study.

What are the score requirements for my program?

The following link will take you to some charts that include information on score requirements. Included are the ACT/SAT requirements that will exempt you from taking the COMPASS placement test; placement in learning support classes if you score below program ready levels; and the program ready cut scores for each program of study. Note that the cut score list is divided into three sections: Associate Degrees, Diplomas, and Certificates. Be sure that you select from the category that you plan to pursue as your program of study. Scores below these levels will require that you take learning support classes in those subjects.

[Placement Cut Scores](#)

The following is required when you come to test:

A completed application for admission must be turned in.

The \$20 non-refundable Application Fee (one time fee) must be paid.

(This is payable at Administrative Services on the Floyd, Gordon and Polk campuses and at the reception desk on the Walker Campus.)

You must show a picture ID (driver's license, learner's permit, official state ID, military ID, or passport.)

When is the test administered?

Click on one of the following links to get a schedule of testing times. No appointment is required.

Floyd County Campus: 706-802-5381 - [Schedule for FCC](#)

Walker County Campus: 706-764-3581 - [Schedule for WCC](#)

Gordon County Campus: 706-624-1112 - [Schedule for GCC](#)

Polk County Campus: 770-684-7349 - [Schedule for PCC](#)

Whitfield Murray Campus: - [Schedule for WMC](#)

What subjects does the COMPASS test cover?

Writing Skills

Reading Skills

Math Skills - For a list of [prohibited](#) calculators, access this web site: <http://www.act.org/compass/student/calculator.html>.

[Course Sequence Chart](#)

NOTE: All associate degree programs require an algebra test.

How can I prepare to take the COMPASS test?

On-line web sites can be helpful. If you don't have a computer, you can use one at a public library. Some of the testing centers may also have free computer time. Their phone numbers are above. Click on this link to see a copy of the [Study Guide](#) and a list of the web sites that include both practice tests and tutorials.

What if I need special ADA accommodations for taking the test?

Get approval ahead of time by requesting an appointment with the ADA coordinator on the campus you will be attending. They will require some kind of documentation from the place where you were diagnosed. The person you should be contacting is:

Floyd College Campus, [Sheila Parker](#)

Walker College Campus, [Michael Walters](#)

Gordon College Campus, [Sheila Parker](#)

Polk College Campus, [Sheila Parker](#)

Whitfield Murray Campus, [Kevan Watkins](#)

Are you unsure about your career path? Are you ready to make a career change but are unsure of what direction to take?

Free career testing is offered on each campus to assist you in determining a program of study for which you may be best suited. These assessments determine your interests and your aptitudes and then provide you with a list of career choices to consider. Contact your campus Testing Center for more information.