



2015 POLICE OFFICER ENTRY LEVEL HIRING PROCESS SCHEDULE OF EVENTS

- October 1 – November 6, 2015** Applications, Required Documents & Questionnaire Accepted
- Monday, November 9, 2015** Police Orientation 6:00 pm – **Joe Cleveland Training Center**
(2626 Callier Springs Road)
- November 23 – 24, 2015** *Physical Agility Test – **Joe Cleveland Training Center** (2626 Callier Springs Road, GA 30161) Appointment Times will be given at Orientation.
- December 7 – 8, 2015** Initial Interviews (all qualifying candidates)
Carnegie Training Room (607 Broad Street-lower level)
- Friday, December 18, 2015** Compass Exam Deadline.
(Exam given @ GNTC Mondays 8:30am-noon; 1pm-6pm, Tuesdays 8:30am-noon, Wednesday 1pm-5:30pm, and Thursdays 8:30am-noon)
- December 21, 2015 – January 22, 2016** *Complete Background Investigation – Former Employers, References, Criminal, etc. (all qualifying candidates)
- January 25 – 29, 2016** *Polygraphs Scheduled – Performed by Police
Joint Law Enforcement Bldg. (5 Government Plaza Suite 300)
- February 1 – 5, 2016** *Psychological Exam – Performed by Dr. Perri
- February 1 – 5, 2016** *Medical Physicals (**Rome Redmond Wellness Clinic**)
Results Deadline Monday, February 8, 2016
- TBD** Chief Interviews (**Chief's Conference Room**)
Joint Law Enforcement Bldg. (5 Government Plaza Suite 300)
- TBD** POST Application Submission Deadline
- TBD** Noon deadline to input New Hire paperwork into MUNIS
- TBD** Start Rookie School
Joe Cleveland Training Center (2626 Callier Springs Road)
- TBD** Mandate School – **GPSTC** (Canton, GA)
- TBD** New Employee Orientation

TBD = To Be Determined

Note: Schedule and locations are subject to change.

* Must successfully pass to continue in the hiring process.



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 on or before **NOVEMBER 6, 2015.**

- Employment Application (if already on file, have Human Resources Representative pull and attach to paperwork)
- High School Diploma/GED/
- Valid Driver's License
- Social Security Card
- Birth Certificate
- Compass Exam Results (Compass, ASSET, ACT, SAT)
- DD-214 (if applicable- discharge from military service)
- 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 (provided by Human Resources):

- Georgia's Driver's 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 complete the questionnaire).

- Written Questionnaire

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 (required): _____ Contact Number: _____

Secondary Contact Person/Number: _____

Signature of Human Resources Representative that verified information: _____

Date Received: _____



CITY OF ROME POLICE DEPARTMENT PHYSICAL AGILITY REQUIREMENTS

The Rome Police Department requires a physical agility test for all potential new hires and for the officers on the department on an annual basis. The Physical Fitness evaluation consists of the following:

Military Push-ups. 25 reps in one minute. The push up is conducted with the back straight while on the toes and hands. The chest is lowered so the arms bend breaking a 90 degree angle and return to the straight locked out position.

Full Sit- ups. 35 reps in one minute. The sit up is completed with the hands remaining behind the ears lifting the upper torso off the ground breaking a 45 degree angle and returning to the ground. The knees are bent and the feet may be held if the testing subject asks. The lower end cannot be lifted off the ground to rock up and the shoulder blades must touch before heading back up.

The agility portion has a time limit of Five Minutes. The test subject will start in a prone position on a mat. On go they will run a 10 yard serpentine through cones and then complete one lap of the 1/4 mile track to a 10 yard dummy drag. From here they will go to a 4 foot wall which is about 30 yards away and jump over it then jump across a 3 foot section to represent a ditch. They will then go another 30 yards to the stadium stands and run up and down a set of steps to a revolver at the bottom step. They will dry fire it six times with the right and left hand when they set the revolver down time will stop.

The last stage is a **mile and half run.** This is six laps around the track in 18 minutes.

Each phase is scored by completion. The minimum score to proceed to the next phase is 90. Age and sex is a numerical factor in the score upon completion.

Note: Each item is subject to change as needed at the discretion of the Rome Police Department.