

# Hiring Process Guide

The following details the entire hiring process and offers a guide for you to follow during the process. The Fort Pierce Police Department conducts a thorough investigation into you and your qualifications to be a police officer. This investigation has many phases and requires a large amount of man-hours to complete. The application process will be halted at any phase if it is determined that the applicant **does not** meet the standards of the agency. Please be patient as we complete this process as the integrity of the agency depends on a complete and thorough investigation as well as a uniform fairness to all applicants.

- Phase 1                      Application Submission
- ❑ Review application with recruiter for completeness, accuracy, and to ensure the minimum qualifications have been met, i.e. Physical Abilities Test and Basic Abilities Test
  - ❑ Sign and notarize all affirmations/affidavits
  - ❑ Fingerprints are taken
  - ❑ Criminal History Check completed
  - ❑ Driver's License Check completed
  - ❑ Credit Check completed
  - ❑ Fingerprints are sent to the FBI and FDLE
- Phase 2                      Oral Board Interview
- ❑ Oral Board will be scheduled by the recruiter
- Phase 3                      Background Investigation
- ❑ Thorough background investigation is conducted
- Phase 4                      Conditional Offer
- ❑ If the applicant successfully passes all of the above phases, a conditional offer of employment may be made
  - ❑ Command Staff members review the application/investigation results and make a suggestion to the Chief of Police of whether a conditional offer should be made
- Phase 5                      Computer Voice Stress Analyzer Examination (CVSA)
- ❑ The applicant is given a CVSA examination to determine truthfulness during the application process
- Psychological Examination
- ❑ The applicant is given a series of examinations by a licensed psychologist
- Physical Examination
- ❑ The applicant is given a thorough physical examination by a licensed physician. A drug test is also administered at this time
- Phase 6                      Final Offer of Employment
- ❑ Command Staff members again review the application/investigation results and make a suggestion to the Chief of Police of whether a final offer of employment is made