

HOWARD COUNTY POLICE DEPARTMENT

Dear Police Applicant,

Thank you for your interest in the Howard County Police Department. Our Recruitment goal is to make the application process as convenient as possible. There are many steps that must be accomplished before providing you with a final offer of employment.

Depending upon when you apply, the hiring process may take more than six months. We will make every effort to keep you informed of your status within the process. We encourage you to request a ride along with one of our patrol officers, the form is available at www.howardcountymd.gov.

The following steps are included in the application process:

- **Registration and Written Test:** The written test is scheduled and offered on an ongoing basis. There is no pre-registration or application needed to take the test. At the time of the written test we will obtain your personal information so that we can maintain contact with you during the application process. You will have two hours to complete the written test, passing score is 70% and will be valid for six months. If you do not pass the written test, you will be ineligible to take the test again for six months.
- **Physical Ability Test:** The physical ability test is comprised of three physical tests. Sit-ups, Push-ups, and 1½ mile run. You will be provided with your goal for each test based on your age and gender. You must first pass the written test before you are eligible to take the physical ability test. You are required to bring the completed HCPD Physical Ability Test Authorization Form with you in order to complete the physical ability test. You are eligible to take the physical ability test as many times as it is offered within the six months following the written test in order to pass it successfully.
- **Completion of a Personal History Questionnaire (PHQ):** The PHQ booklet will be given to you following the successful completion of the Physical Ability Test. You will be given ten days to complete and return this booklet. It is critical that you are thorough and honest when completing this booklet, as all the information you provide will be verified during your polygraph exam and background investigation.
- **Oral Interview:** Upon our receipt and successful review of your PHQ you will be scheduled for an oral interview. The oral interview is conducted by three Howard County Police employees. A series of questions will be asked of you concerning your experiences, abilities, and job awareness.
- **Polygraph Exam:** Upon successful completion of the oral interview you will be scheduled for a polygraph exam. You will be provided with an information sheet concerning the polygraph exam. You can expect the polygraph exam to last approximately three hours. A trained and certified Polygraph Examiner conducts the exam. You will receive an explanation of the polygraph equipment and exam procedures and the Examiner will review all test questions with you prior to administration of the tests.
- **Background Investigation:** If you are endorsed following the polygraph exam, your case file will be assigned to a Background Investigator. The Investigator will contact you and let you know they will be conducting records checks, verifying education, and contacting all listed references, to include family members, neighbors, and employers. This portion of the process takes an average of 4-6 weeks to complete.
- **Psychological Exam:** Upon the successful completion of the background investigation you will be scheduled for a psychological exam. A trained and certified psychologist conducts the exam.
- **Pre-employment Medical Evaluation:** This step follows a conditional final offer of employment for the position.

Upon successful completion of all phases your name and information will be submitted to the Chief of Police for final selection. Questions regarding any aspect of the process may be sent to recruitment@howardcountymd.gov or by calling 410-313-HCPD (4273).

Police Headquarters
3410 Courthouse Drive
Ellicott City, MD 21043

Police Training Center
2200 Scott Wheeler Dr
Marriottsville, MD 21104

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EEO AGENCY**



COMMITTED TO EXCELLENCE