



NOW

HIRING A PROUD NEW GENERATION OF BALTIMORE POLICE



Hiring Packet



HIRING

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BALTIMORE POLICE DEPARTMENT

The BPD is the 8th largest municipal police department in the United States, staffed by nearly 3,100 civilian and sworn personnel. The Department's jurisdiction covers Maryland's largest city, with a population of over 600,000.



HEADQUARTERS

601 East Fayette Street
Baltimore, MD 21202

RECRUITMENT SECTION

410.396.2340
recruit@baltimorepolice.org



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HIRING PROCESS

We've revamped our hiring process, allowing us to reach more diverse applicants while removing the barriers that may keep qualified candidates from applying.

The length of the hiring process depends on how expeditious you are about taking the police exam administered by National Testing Network, taking the Fitness Test, and providing all of the materials you need for the background check. The future is in your hands!

1. Complete an online application.

You can visit, bit.ly/2Qgz7qR to start the process.

2. Take the National Testing Network Police Exam (FREE for Baltimore residents)

Sign up online to take the police exam at nationaltestingnetwork.com. They will offer a list of in-person testing sites near you, with the option to test on Tuesdays or Thursdays at police headquarters.

3. Take the Physical Fitness Test

Being an officer can be physically demanding at times, and this test will help you decide if you're ready.

4. Attend a preliminary interview and complete and pass a comprehensive background investigation

Your preliminary interview with a background investigator is one of the first steps in the background investigation part of the hiring process. The background investigator will work continue to work with you during the investigation, and you will also undergo a polygraph test.

5. Complete and pass the required Physical Examination and Psychological Evaluation

The final stage of the hiring process includes a physical and psychological exam. We want to make sure you're ready for the physical, emotional, and ethical challenges of this career —and prepared to serve and protect the people of Baltimore.



ONLINE APPLICATION

The application process to be a sworn officer with the Baltimore Police Department begins by filling out an online job application at bit.ly/2Qgz7qR.

If you pass the pre-screening requirement, we will send you a notice to sign up for the police exam administered by the National Testing Network. **The exam is free for Baltimore City residents, and half off for Maryland residents.**

If you have any questions regarding the link or need assistance filling out the online job application, contact the **Recruitment Section at 410.396.2340 or recruit@baltimorepolice.org**.

Please keep an eye out for emails from us within 1-3 days after submitting your application. **If you do not see an email from us, check your spam folder.**



NATIONAL TESTING NETWORK POLICE EXAM

The National Testing Network exam is a scenario-based policing exam with four components:

- + A Public Safety Self Assessment (PSSA)—this is mandatory and scored
- + A video-based human relations and judgment exam
- + A report writing and multiple-choice writing test
- + A multiple-choice reading test



SIGNING UP FOR THE TEST

Once you are approved to take the police exam, follow the instructions provided in the email from us to select a testing location and time and time at nationaltestingnetwork.com. **The test is offered in 30 states through National Testing Network, as well as on Tuesdays and Thursdays at police headquarters,** and is free for Baltimore City residents. Maryland residents outside of Baltimore pay a reduced rate of \$27.50. Out-of-state residents pay \$55. A credit card is required at signup. Financial hardship waivers are available for candidates who may have difficulty paying the fee—contact the **National Testing Network at 1-866-563-3882** to request a waiver.

PREPARING FOR THE TEST

The PSSA must be taken prior to your test date and can be taken on any computer when you register for the test. The PSSA is timed, so make sure that you have 1 hour blocked to complete it once you start it.

Other than taking the PSSA prior to your test date, you are not required to prepare for the test in advance. However, there are practice tests available at nationaltestingnetwork.com. The test takes approximately three hours for candidates.

TEST SCORING

Although applicants receive a percentage score, both the reading ability test and the writing ability test are scored on a pass/fail basis. Successful applicants must pass both the reading ability and writing ability test. Successful applicants must also acquire a passing test score on the PSSA and video-based multiple-choice test in order to move forward in the selection process.



FITNESS TEST

Once you have successfully passed the National Testing Network police exam, the next step is taking the police fitness test.

HOW TO PREPARE FOR THE FITNESS TEST:

You should first **consult with your physician and be cleared to begin any physical activity**. We strongly encourage you to complete a self-assessment and **begin your physical conditioning well in advance** to be successful.

During the fitness test, you must complete the following:

- + 29 sit-ups in 1 minute**
- + Complete 1.5 mile run in less than 16 minutes, 28 seconds**
- + Demonstrate control and dry fire of a Glock .40 caliber pistol**
- + 20 push-ups in 1 minute / Men**
10 push-ups in 1 minute / Women

We also recommend that you eat a nutritious and balanced diet, and stay hydrated. Applicants who prepare in advance usually have very little difficulty in passing the test. Applicants who experience difficulty passing the test can take the test again the next week it's offered.



FITNESS TEST LOGISTICS

On the day of your scheduled Fitness Test, report to: Professional Development & Training Academy, 3500 West Northern Parkway, Baltimore, Maryland 21215. Free parking is provided at the training facility.

- + Arrive 15 minutes prior to the start of the testing session
- + Bring a photo ID
- + Dress in athletic gear

To schedule your Fitness Test, call the **Recruitment Section** at **410.396.2340** or email us at recruit@baltimorepolice.org.

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My mother was a Baltimore City Police Officer for 25 years. I got to see her interactions with community. I knew that it was a rewarding job, and I knew it was something I wanted to do.”

SGT. KEVIN BAILEY



BACKGROUND INVESTIGATION

There are a number of required documents that you can start preparing as soon as you apply to the police department (or even beforehand). These required documents are listed on page 10.

Applicants are required to provide the original documents listed below, as well as one **(1) color photocopy (exception: school transcripts)**. While an interview may be scheduled prior to the receipt of some of these documents, further processing of your application will cease until all required documents are received by an applicant investigator.

It is imperative during the background investigation that you are truthful when disclosing information about your past experiences. You will begin the background investigation by having a preliminary interview with your assigned background investigation. You will be asked to provide the required documents, and to complete a background investigation questionnaire. After submitting the necessary documentation, you will have a polygraph evaluation.



REQUIRED DOCUMENTS CHECKLIST

- Birth Certificate**
- High School Diploma** (or letter on school letterhead verifying graduation) **or GED certificate with scores** (must meet Maryland standards)
- Official High School Transcripts showing date of graduation** (High School Transcripts should be mailed to you, but must be in a sealed envelope by the issuing school)
- Any college diplomas and official transcripts** (Transcripts are required regardless of graduating)
- Selective Service Registration Form** (SSS Form 3A or copy from website www.sss.gov)
- DD-214 Military Discharge Record** (with type of discharge recorded)
- United States Naturalization Certificate** (if applicable)
- Valid Motor Vehicle Operator's License**
- Current certified driving record**
- Social Security Card**
- One full Credit Report** (not a summary or score)—annualcreditreport.com

COURT DOCUMENTS AS LISTED: (IF APPLICABLE)

- Divorce decree**
- Bankruptcy**
- Ex Parte Order**
- Legal Separation**
- Financial Judgement**
- Peace/Restraining Order**
- Name Change**
- Tax Lien/Release**
- Adoption**
- Protective Order**
- Civil Suits**
- Criminal Charges: Arrest or Citation**



PSYCHOLOGICAL EVALUATION

The psychological evaluation is administered by a qualified third party vendor on behalf of the Baltimore Police Department. There is no preparation required for this evaluation. Psychological evaluations range in length, but at a minimum will last one hour.

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I became a police officer because I saw things in my community I wanted to change.”

SGT. MARIA VELEZ



PHYSICAL EVALUATION

Your physical evaluation will take place at Mercy Clinic on behalf of the Baltimore Police Department. During the evaluation, you will meet with a doctor for a number of tests to assess your physical aptitude. There will also be drug and alcohol testing. The evaluation is expected to take 1-2 hours.

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At the academy, we all came from different areas. We learned to understand each others' differences and work as a team.”

OFFICER ATIBA WISE

