

June 09, 2010

TOLEDO POLICE DEPARTMENT
PRE-EMPLOYMENT SCREENING PROCESS

1. Complete a Police Officer Interest Card (optional)
2. Make application in person at Civil Service to take the test when notified (3 weeks)
3. Take Civil Service Test (1 day)
4. Analysis of exam and notification (5 weeks)
5. Upon notification, appear for processing (fingerprinting, photograph, completion of background questionnaire)
6. Background Investigation Begins (12 weeks)
7. Background points assessed & candidate reviews background (5 weeks)
8. Appeal points to Civil Service (1 day)
9. Candidates with background points between 0-12 are given an oral interview (1 week)
10. Police Chief's review of candidates oral interview, selection of class; offer of employment contingent upon successful completion of medical, psychological and physical ability test (1 week)
11. Administer written psychological test and psychological interview
12. Administer medical exam (3 weeks)
13. Administer physical ability (10 days)
14. If successful with all examinations the candidate will enter the academy (24 weeks)

Timelines are estimates, subject to change; estimated time is 59 weeks