



ROSWELL POLICE

SELECTION PROCESS - NON-SWORN POSITIONS

Thank you for your interest in employment with the City of Roswell Police Department. Listed below are the steps involved in the hiring process for non-sworn positions.

**Applications are processed as quickly as possible.
All listed time frames are approximate.**

INITIAL APPLICATION REVIEW

TIME FRAME

Preliminary review to determine accuracy, completeness and eligibility for the position.

Within 2 weeks of receipt

PHASE I

Background Booklet
Criticall (**911 applicants only**)
Written Test (**911 applicants only**)
Initial Interview

Allotted 14 days to complete
Assessments to be completed
on initial test day

PHASE II

Background Investigation

- Criminal History Check
- Driver's History Check
- Department Record's Check
- Financial History Check

1 week after initial test day

PHASE III

Behavioral Panel Interview
Shift Observation - **4hrs (911 applicants only)**

1 to 2 weeks after initial test day
1 to 2 weeks after panel interview



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CONDITIONAL OFFER OF EMPLOYMENT

PHASE IV

Medical Examination	2 to 3 weeks after initial test day
Drug Screening	
Psychological Assessment (911 applicants only)	
Polygraph Examination	
Neighborhood Visit	

PHASE V

Command Interview for final employment offer

EMPLOYMENT START DATE

Basic Communication Officer Training	1 week GA P.O.S.T. Academy
Communications Field Training	Dependent on applicant (1 year)
Probationary Period	1 year

POLICY ON REAPPLYING

Applicants who are made **inactive** during the selection process may reapply in six months from the inactive date.

Candidates who are **disqualified** during the selection process are no longer eligible for employment consideration with the City of Roswell Police Department.