UNDERSTANDING THE PROCESS

Police Officer Selection System

The FBI is an equal opportunity employer.
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MISSION. PRIORITIES. VALUES.

The mission of the Federal Bureau of Investigation (FBI) is to protect the American people and uphold the Constitution of the United States.

The priorities of the FBI are to:

- Protect the United States from terrorist attacks.
- Protect the United States against foreign intelligence operations and espionage.
- Protect the United States against cyberattacks and high-tech crimes.
- Combat public corruption at all levels.
- Protect civil rights.
- Combat transnational/national criminal organizations and enterprises.
- Combat major white-collar crime.
- Combat significant violent crime.

The core values of the FBI are:

- Rigorous obedience to the Constitution of the United States.
- Respect for the dignity of all those we protect.
- Compassion.
- Fairness.
- Uncompromising personal and institutional integrity.
- Accountability by accepting responsibility for our actions and decisions, and the consequences of our actions and decisions.
- Leadership, both personal and professional.
- Diversity.

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GENERAL INFORMATION

OVERVIEW

As the nation's foremost law enforcement and intelligence agency, the Federal Bureau of Investigation (FBI) mission is to safeguard our national security, protect the American people, and uphold the U.S. Constitution. This all-encompassing work takes a dedicated police force made up of men and women who not only work to protect the FBI, its employees, and facilities in the United States, but also to identify potential threats and prevent and investigate crimes.

FBI police officers serve as first responders to any emergency that may arise. They maintain access points at FBI facilities and patrol the grounds, buildings, and surrounding areas. They investigate and report suspicious persons and activities, maintain order, protect citizens, and promote good community relations. FBI police officers also travel across the country in support of FBI operations and special events.

This work requires superior interpersonal skills, a high degree of stress tolerance and adaptability, and an ability to judge a situation and respond quickly. This attention to detail and dedication often requires FBI Police to continually assess, refocus efforts, and delve further in their investigations to uncover clues, identify motives, secure surroundings, and maintain order.

Beyond protecting FBI personnel, facilities, and information from criminal acts and unauthorized access, FBI Police are responsible for addressing day-to-day challenges. FBI Police:

- Maintain order, respond to emergencies, protect people and property, enforce motor vehicle and criminal laws, and promote good community relations to provide public safety.
- Monitor, note, report, and investigate suspicious persons and situations; safety hazards; and unusual or illegal activity in patrol areas.
- Identify, pursue, and arrest suspects and perpetrators of criminal acts.
- Investigate traffic accidents and other incidents to determine causes and to determine if a crime has been committed.
- Record facts to prepare reports that document incidents and activities.
- Check for proper identification of pedestrian and vehicular traffic prior to admittance to secure space at stationary posts.
- Screen vehicles for the detection of explosive devices.
- Respond to a variety of alarm situations to protect and safeguard information and material affecting national security and defense.
- Protect people from a wide variety of dangerous and hostile situations.

POLICE OFFICER SELECTION SYSTEM

The Police Officer Selection System (POSS) is a challenging process designed to find only the most capable applicants. Those who make it through the process become part of a team that ensures the safety of our personnel and assets. The POSS typically takes a year to complete but can take longer.

The POSS Process

- **STEP 1**
  Application & Screening
- **STEP 2**
  Initial Email
- **STEP 3**
  Writing Test
- **STEP 4**
  Interview
- **STEP 5**
  Conditional Job Offer
- **STEP 6**
  Background Investigation
- **STEP 7**
  Final Offer
- **STEP 8**
  FLETC Training
- **STEP 9**
  First Duty Assignment

Step 1: Application and Screening

Attach all necessary forms to your application, including your official or unofficial transcripts, a DD-214 for former members of the Armed Forces or your military enlistment contract for current Armed Forces members. Applications are screened for eligibility and suitability. All documentation is submitted through FBIJobs.gov.

Step 2: Initial Email

If you pass preliminary screening, you will be contacted by the recruitment team to begin your virtual testing. Once all necessary documents are received, you will move on to the next phase.

Step 3: Writing Test

You must complete a 45-minute online writing test and submit it to the recruitment team by the deadline.

Step 4: Interview

If you receive a passing score on the written test, you will be invited to a structured interview conducted by FBI officers.

Step 5: Conditional Job Offer

If you receive a passing score on both the written test and interview, you will receive a Conditional Job Offer (CJO). Hiring is contingent on the successful completion of the remaining components (Background Investigation, medical review, polygraph, etc.).

Step 6: Background Investigation

Once you receive a CJO, you must complete a Background Investigation to obtain a Top Secret Sensitive Compartmented Information (SCI) Clearance. The Background Investigation includes a Personnel Security interview, polygraph, drug test, fingerprinting, and medical examination. It also includes credit and arrest checks, interviews with associates, references, and verification of educational achievements.

Step 7: Final Job Offer

Once you have passed the Background Investigation, you will receive a final job offer.

Step 8: FLETC Training

You must attend an intense, 12-week Uniformed Police Officer Training Program at the Federal Law Enforcement Training Center (FLETC) in Glynco, GA. After graduating from FLETC, cadets will receive four weeks of specialized instruction at the FBI Academy and five weeks of on-the-job training (OJT) with a Field Training Officer (FTO) after being assigned to a permanent duty Location.

Step 9: First Duty Assignment

Upon successful completion of FLETC training and passing the Background Investigation, you will officially join the FBI and be given your duty assignment.

IMPORTANT

Applicants must not post information about the application process on social media, message boards, chat rooms, blogs, internet forums, or any other public forum. Use discretion when discussing the process with family and friends. Applicants must not solicit help, tips, advice or assistance of ANY kind on social media, message boards, blogs, internet forums or from current or former FBI employees.

EMPLOYEE REQUIREMENTS

The mission of the FBI is vital to the safety and security of our nation and its citizens. Often, our work is very sensitive in nature. Therefore, all FBI positions require at least a Top Secret Clearance. Once you have received and accepted a CJO, the FBI will initiate an intensive Background Investigation that you must pass before you can join the FBI.

Employment Disqualifiers

There are certain employment requirements that all candidates must meet in order to be eligible for consideration for employment with the FBI. Before applying for any FBI position, including entering the POSS, please make sure that the FBI Employment Disqualifiers do not apply to you. The disqualifiers are:

- Non U.S. citizenship.
- Conviction of a felony, sex crime and/or a domestic violence misdemeanor.
- Having knowingly or willfully engaged in acts designed to overthrow the U.S. government.
- Failure to pay court-ordered child support or alimony payments.
- Currently having a federally funded student loan in default.
- Failure to file income tax returns.
- Once holding a security clearance that was revoked.
- Previously failed the FBI polygraph examination or was disqualified for employment with the FBI during a Background Investigation.
- Being found in violation of the FBI Employment Drug Policy.
- Failure to register with the Selective Service System (for males only, exceptions apply). (See www.sss.gov for more information.)

Employment Drug Policy

The FBI is firmly committed to a drug-free society and workplace. Applicants who are currently using illegal drugs, misusing or abusing legal drugs or other substances at the time of the application process, will be found unsuitable for employment.

> **IMPORTANT**
>
> **If you are disqualified by any of the above tests, you are not eligible for employment with the FBI. Please make sure you can meet FBI employment requirements and pass all disqualifiers before you apply for an FBI position.**

While the FBI does not condone any prior unlawful drug use by applicants, the FBI realizes some otherwise-qualified applicants may have used illegal drugs at some point in their past. The guidelines set forth in this policy should be followed for determining whether an applicant's drug use makes him or her unsuitable for employment. This policy balances the needs of the FBI to maintain a drug-free workplace with the public integrity necessary to accomplish its law enforcement and intelligence missions by hiring the most qualified candidates to fill the FBI's personnel needs.

A candidate will be found unsuitable for employment and automatically disqualified if he or she deliberately misrepresents his or her drug

history in connection with his or her application for employment.

Additionally, you are automatically disqualified under the following criteria:

Marijuana Usage:

- You cannot have used marijuana or cannabis in any form (natural or synthetic) and in any location (domestic or foreign) within the one (1) year preceding the date of your application for employment.
- Marijuana or cannabis use before your 18th birthday is not a disqualifier for FBI employment, however, adjudicative personnel will evaluate the candidate by using the "whole-person concept."
- Dronabinol (sold as Marinol, Syndros, or generic equivalents) is the only pharmaceutical drug containing tetrahydrocannabinol (THC) that the FDA has approved for lawful use with a medical prescription. You cannot present "medical marijuana cards" or other prescriptions as mitigating factors for marijuana or cannabis use.

Illegal Drugs:

- You cannot have used any illegal drug, other than marijuana, within 10 years preceding the date of the application for employment.
- Additionally, you cannot have sold, distributed, manufactured, or transported any illegal drug or controlled substance without legal authorization.

Prescription Drugs/Legally Obtainable Substances:

- You cannot have used anabolic steroids without a prescription from a licensed practicing physician within the past 10 years preceding the date of the application for employment.
- Finally, you cannot have sold, distributed, manufactured, or transported any prescription drug without legal authorization.

Background Investigation Process

After you receive a CJO, you must complete the necessary documentation to launch your Background Investigation. The Background Investigation process is very thorough; it can take several months or more to complete. Once you are cleared, you will receive your Top Secret Sensitive Compartmented Information (SCI) Clearance. You must be approved for a SCI Clearance before beginning employment with the FBI. The investigation includes:

- A polygraph examination.
- Urinalysis test.
- Fingerprints.
- Credit and records checks.
- Extensive interviews with former and current colleagues, neighbors, friends, etc.

You will be contacted by the FBI field office processing your Background Investigation to schedule your interview, urinalysis test, and polygraph examination. The polygraph is used as an investigative tool to verify the truthfulness of your responses on the FBI Background Investigation forms. In the next phase of the process, the FBI will perform extensive records checks (credit checks, police records checks, etc.) and FBI investigators will interview past and present associates.

APPLICATION PROCESS

MINIMUM QUALIFICATIONS

If you are a recent graduate with a background in Criminal Justice, Security or Political Science, a municipal or military police officer looking for federal employment, or a Protective Security professional looking for career advancement, this could be the opportunity for you.

Overview

As with all FBI career opportunities, POSS applicants must abide by all FBI Employment Eligibility requirements. You must:

- Be a U.S. citizen.
- Be able to attend and pass the panel interview and POSS written test.
- Be able to obtain a Top Secret Sensitive Compartmented Information (SCI) Clearance. Selectee will be required to complete the annual Financial Disclosure process.
- Be able to pass a U.S. Government Physical Exam.
- Have (or be able to obtain) a valid driver's license.
- Become proficient in the use of a firearm and various other weapon systems.
- Be a minimum of 21 years of age.
- Have successfully completed a full 4-year course of study leading to a bachelor's degree in any field.

COMPLETING YOUR APPLICATION

Overview

To submit an application to a Job Announcement on FBIJobs.gov, you must first create an account and complete an applicant profile. You will then complete an assessment questionnaire that is linked to the open job posting. Applications for police officer positions will only be processed when an open job vacancy exists.

- Click on the "Apply" button to be directed to the FBIJobs Careers website.
- Currently, you must use the Mozilla Firefox web browser when applying to FBIJobs.gov Job Announcements; please confirm the appropriate browser recommended on the Career site.
- Click the "Start" button to begin. You will be prompted to either sign in to continue or to register if you don't already have an account.
- Follow the step-by-step process to submit your interest. You will be guided through each step.

You must complete all sections of the form and attach all required documentation to successfully complete your application. Failure to provide any necessary and relevant information indicated in the job posting may disqualify you from consideration. You are solely evaluated on the information submitted; we will not request additional information from you. See instructions on the site for attaching the required documentation, which includes:

- Your resume, specifically noting relevant work experience and associated start and end dates.
- Other supporting documents:
  - College transcripts, if qualifying based on education or if there is a positive education requirement.
  - Forms — Veterans: DD 214; Disabled Veterans: DD 214, SF-15; and VA letter dated 1991 or later, if requesting Veterans' Preference.

Reasonable Accommodations

The FBI is an Equal Opportunity Employer (EOE). All qualified applicants will receive consideration. Except where otherwise provided by law, selection will be made without regard to, and there will be no discrimination because of race, religion, color, national origin, sex, political affiliations, marital status, nondisqualifying physical or mental disability, age, sexual orientation, gender identity, genetic information, membership or nonmembership in an employee organization, or on the basis of personal favoritism or other nonmerit factors.

The FBI welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The decision on granting reasonable accommodation will be on a case-by-case basis. The FBI is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the FBI.

CORE COMPETENCIES EVALUATION

For successful performance in the police officer position, you will be evaluated and rated on the below competencies. If you self-assess yourself too highly when completing the application/questionnaire, and the self-assessment is not supported by information documented in the attached resume and/or supporting documents, you may be eliminated from the most competitive status or may receive a lowered score.

Collaboration

How did you **Resolve and Manage Conflict, Demonstrate Political Savvy, Work with Others** and/or **Liaise** with an employee, coworker, team, or organization?

Communication

How did you **Persuade, Listen and Interpret,** and/or **Share Information** with an employee, coworker, team, or organization?

Flexibility and Adaptability

How did you **Adapt and Manage Change** by yourself, with an employee, coworker, team, or organization?

Leadership

How did you **Mentor, Direct, Inspire,** and/or **Set Strategic Direction** for an employee, coworker, team, or organization?

Initiative

How were you **Proactive, Develop Yourself,** and/or how did you **Serve the Public** by yourself, with an employee, coworker, team, or organization?

Interpersonal Ability

How did you **Establish Rapport** with others, **Show Sensitivity to Differences, Resolve and Manage Conflict,** and/or **Work with Others** to achieve common goals?

Organizing and Planning

How did you **Plan, Prioritize, and Follow Through** by yourself, with an employee, coworker, team, or organization?

Problem Solving and Judgment

How did you **Identify Problems and Opportunities, Make Decisions, Manage Risks,** and/or **Evaluate and Analyze Problems/Situations** by yourself, with an employee, coworker, team, or organization?

PREPARING FOR TESTING

TESTING GUIDELINES

What to Bring

You must bring a current driver's license or government-issued photo identification to the POSS Testing site. If your driver's license does not have a photo, you must provide an additional form of photo identification. You are not permitted to participate in the testing process without proper photo identification.

What NOT to Bring

- Reference materials (dictionaries, textbooks, etc.)
- Pens and/or pencils (these will be provided)
- Reading materials (books, magazines, newspapers, etc.)
- Work-related material.
- Briefcases, backpacks, and purses
- Papers (resumes, notification letters, notes, blank paper, etc.)
- Cellphones (alarms on watches must be turned off)
- Other electronic devices (calculators, tape recorders, cameras, radios, etc.)
- Weapons of any kind, including firearms. (If you are currently in a law enforcement position, you may not bring your firearm into any FBI space or the testing facility)

What to Wear

- Dress in a professional manner. Business attire is recommended.

Time Allotted

- **Written Test** — Approximately 45 minutes.
- **Panel Interview** — You will have one hour to complete the interview.

Basic Testing Rules

- **Tardiness** — Please arrive on time. If you are late, you will not be permitted to participate in the testing process.
- **Eating/Drinking** — Eating and drinking are not allowed during testing.
- **Smoking** — Smoking is prohibited in all testing site facilities; the use of chewing tobacco is prohibited during testing.
- **Restroom Use** — You may not use the restroom during testing unless it's an emergency.
- **Cellphone Use** — You are not permitted to use a cellphone during the testing process.
- **Time Limits*** — Time limits are strictly enforced. When time has elapsed, you must immediately stop what you are doing and await further instructions. Failure to comply will result in you being disqualified from the process.

  * Note: Special accommodations are available for those with a disability or impairment that will require a time extension.

- **Talking** — Talking to other applicants once testing has begun is prohibited.
- **Cheating** — Any attempt to see another applicant's answers; obtain assistance verbally or in writing; or record, document, or otherwise retain/discuss the questions/answers to the assessments is considered cheating. Those caught cheating are discontinued from further consideration for the police officer position.

- **Discussing the Tests** — You are not permitted to discuss any part of the tests and interview questions with anyone during or after the testing process. We discourage discussing your prospective FBI employment on any social media or social networking sites. You should remain discreet, including during all interview and testing, as well as throughout the entire FBI hiring process. This ensures other potential applicants are not given an unfair advantage or disadvantage in the selection process. You are required to sign a nondisclosure form at the assessment. If you are found to have violated this agreement, you will be disqualified from FBI employment.
- **Leaving the Premises** — You are not permitted to leave the testing premises during testing.

Test-taking Tips

Before the Test Session

- Plan ahead so you are well rested before the test session. Make sure you know the exact location and time of the test session, allow plenty of time to get to the test site, use the restroom, and relax.
- Reduce test anxiety and tension by breathing deeply and stretching before the test.
- Start the test session with a positive attitude, determination to do your best, and focus on what you do know, not on what you don't know.

Written Exam

At the start of the exercise, the test administrators will distribute background materials for applicants to refer to. Preparation manuals are not available for the written test; however, it is suggested that you:

- Read the instructions carefully and make sure you understand what the exercise requires.
- Be detailed and thorough in your report.
- Use only the facts/materials provided.
- Do not overinterpret questions or try to find hidden meanings; the questions are not designed to mislead you.
- If you have time remaining at the end of a test, proofread and revise your answers.
- Follow grammatical rules and spell words correctly.
- Responses are handwritten, so write legibly — your answers cannot be evaluated if they cannot be read.

Interview

A one-hour interview will be administered by up to three Police Officer Assessors. Evaluators will use standardized scoring criteria to measure the Police Officer Core Competencies, as well as, honesty and integrity.

- Be yourself.
- The evaluators will be taking notes during the interview to assist them in documenting the results; do not let this distract you.
- Provide detailed information when answering the interview questions. Avoid being modest in your responses. To provide the best examples of your skills and abilities, draw from all of your life's experiences (not just the most recent ones).
- Remember that the evaluators have no applicant information about you. They have not seen your application and they only know your name.
- Keep your answers concise and specific — answers that are too lengthy will detract from your ability to complete the interview within the required timeframe.
- Do not make assumptions about what the evaluators are seeking. The interview instructions are straightforward; there are no "trick" questions.
- Be familiar with the specific experiences and skills on your resume and be able to speak about how they match the critical skills and abilities required of FBI police officers.

Retesting

If you fail either the written exam or panel interview you will be ineligible to retest for one calendar year after the initial test date. If you are interested in retesting for the police officer position after one calendar year, you will have to reapply to an open vacancy on FBIJobs.gov. You will only be allotted two attempts at the POSS before being disqualified from consideration.

AFTER THE TEST

AFTER THE TEST

Conditional Job Offer

If you pass both the written exam and panel interview, your resume will be forwarded to a hiring manager for review. If selected, you will receive a CJO and must respond by noting that you either accept or decline the offer. The CJO includes the position title, GS pay grade, and annual salary information. Conditional job offers are contingent upon signing the FBI service agreement. Please note that passing the POSS does not automatically guarantee you will receive a CJO.

Medical Examination

The Office of Personnel Management (OPM) has established medical standards for the GS 0083 Police occupational series. The medical examination ensures that your situation is reviewed on an individual basis consistent with both the Rehabilitation and Genetic Information Nondiscrimination Acts, as amended.

You must pass a physical examination conducted at a select medical facility. The medical examination includes a blood test, urinalysis, blood pressure check, eye exam, color vision test, and audiometer test. During the physical examination, the doctor must complete a form certifying whether you are capable of performing the essential functions of the police officer position.

Final Job Offer

Final Job Offers are contingent upon a favorable adjudication in the Background Investigation, signing the FBI mobility agreement, passing the medical examination, and budgetary requirements. Final Offers will include your assigned duty location, the grade and step at which you qualify, locality adjustments, and instructions regarding the next steps in the process.

TRAINING

FEDERAL LAW ENFORCEMENT TRAINING CENTER (FLETC)

Federal Law Enforcement Training Center

Prior to attending the Federal Law Enforcement Training Center (FLETC), you will be required to first attend the FBI's four-day Onboarding New Employees (ONE) Seminar at the FBI Academy in Quantico, VA. You may then be required to successfully complete an intensive, 12-week Uniformed Police Officer Training Program (UPOTP) at the FLETC in Glynco, GA. The UPOTP provides a study of the basic law enforcement concepts that a new officer should understand and/or be able to perform upon employment in a federal law enforcement organization. The program is designed to provide you with the specific knowledge and skills necessary to perform at the entry level in a federal law enforcement position.

FLETC maintains alliances with partner organizations to keep abreast of their changing needs and to provide current information to students regarding federal laws, jurisdiction, policies, procedures, and basic operations. The program of instruction is constantly upgraded and modified to meet the collective training needs of those organizations that participate in the UPOTP training platform.

For detailed FLETC student information, visit fletc.gov/glynco-student-info.

Post-FLETC

After graduating from FLETC, you will also be required to successfully complete the four-week FBI Police Advanced Training Program at the FBI Academy; along with five weeks of on-the-job training with an FTO in the Field Training Program at his/her assigned duty location. Failure to pass any of the mandatory training programs may result in the immediate removal from the police officer position.

You are required to sign a continued service agreement that notes your willingness to remain in the FBI police officer position for a minimum of two years from the date you first report to duty, not including the time spent training at FLETC. If you default on this two-year commitment, the FBI has the right to require repayment of the cost of any training and/or incentive money you received.

FBI POLICE OFFICER SALARY

FBI POLICE OFFICER SALARY AND GS LEVELS

The FBI follows specific internal and OPM guidelines when determining the grade and step increase for which an applicant is deemed qualified. Your background and specialized experience (as outlined in the job posting) determine the grade level(s) for which you are qualified. Typically, police officers are qualified as indicated below.

GS-7

You must possess at least one year of specialized experience equivalent to the next lower grade (GS-6), defined as:

- Independently performing routine, recurring kinds of fixed-post and patrol assignments, including commonly accepted installation traffic laws and rules; regulating access to federal, state, and local buildings; and preventing unauthorized access to highly sensitive areas.
- **OR** have successfully completed a full 4-year course of study leading to a bachelor's degree in any field of study. Education completed in foreign colleges or universities may be used to meet the above requirement if you can show that the foreign education is comparable to that received in a U.S.-accredited institution. All degrees must be from an accredited college or university.

GS-8

You must possess at least one year of specialized experience equivalent to the GS-7 grade level, defined as:

- Experience demonstrating safe and effective use of a variety of firearms and weapons, as well as protective devices, methods, and procedures involving Closed Circuit Television (CCTV), radios, alarm terminals, security monitors, and Security Access System.

GS-9

You must possess at least one year of specialized experience equivalent to the GS-8 grade level, defined as:

- Experience demonstrating knowledge of basic laws and regulations, law enforcement operations, practices and techniques, and responsibility for maintaining order and protecting life and property.
- Recognizing lethal devices and suspicious activities to institute countermeasures to reduce or eliminate harm and hazards to personnel, visitors, property, and materials.
- Experience in writing incident and investigative reports and issuing citations.

Police officer salaries are determined at these grades using OPM Special Rate pay tables for the police officer job series, which incorporates locality rates for all FBI police duty locations as follows:*

- **Washington, DC; VA; MD**
  (OPM Special Rate Table 983d): $53,120 – $78,478

- **New York City, NY**
  (OPM Special Rate Table 983e): $54,632 – $80,874
- **Clarksburg, WV**
  (OPM Special Rate Table 983a): $47,469 – $70,091

*Note: FY2021 salaries.

These salary ranges do not include night differential (for night shifts), Sunday premium, holiday pay, or overtime (as appropriate and available). All FBI police officers are considered mission critical/ emergency essential personnel subject to duty on a 24/7/365 basis. As a result, you may be assigned to work the following shifts: regular day shift; night and midnight shifts; weekend/holiday duty; and other irregular shifts as needs arise.

Placement will be determined based on vacancies, skill set, experience, and the needs of the FBI. You must be willing to accept assignment to any location within the FBI in order to be eligible for consideration. While attending FLETC, you will receive the salary and locality pay of your permanent duty location outlined in the Final Job Offer.