



# **Federal Bureau of Investigation**

**Police Officer Selection System**

**Candidate Information Packet**



**Fidelity ▪ Bravery ▪ Integrity**



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# Chapter 1: General Information

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## Welcome

Now, more than ever, security personnel play a crucial role in the mission of the FBI. They help keep the Bureau secure through administering security programs, establishing procedures for processing security requests, providing security training to the workforce, and more. The FBI is always looking for highly qualified individuals to become part of our security personnel teams. FBI Police Officers play a key role in keeping FBI personnel and surrounding areas secure. They provide service to those in their duty stations and travel, if necessary, to aid in times of crisis. As an FBI Police Officer, you will be responsible for addressing some of the following challenges from day-to-day:

- Providing public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations;
- Monitoring, noting, reporting, and investigating suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol areas;
- Identifying, pursuing, and arresting suspects and perpetrators of criminal acts;
- Investigating traffic accidents and other incidents to determine causes and to determine if a crime has been committed;
- Recording facts to prepare reports that document incidents and activities.
- Checking for proper identification of pedestrian and vehicular traffic prior to admittance to secure space at Stationary posts.
- Screening of vehicles for the detection of explosive devices.



- Responding to a variety of alarm situations, protecting and safeguarding information and material affecting national security and defense;
- Protecting people and their civil rights from a wide variety of dangerous and hostile situations.

## **Mission. Priorities. Values.**

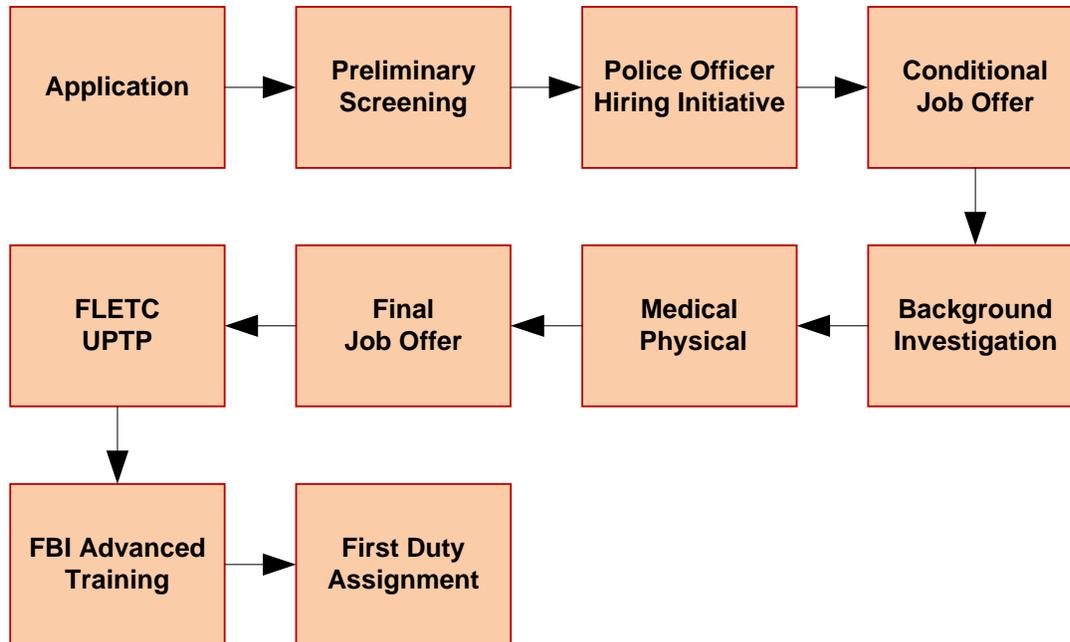
The **Mission** of the FBI is to: protect and defend the United States against terrorist and foreign intelligence threats; to provide leadership and criminal justice services to federal, state, municipal, and international agencies; and to uphold the Constitution of the United States.

**The priorities** of the Federal Bureau of Investigation are to: protect the United States from terrorist attack; protect the United States against foreign intelligence operations and espionage; protect the United States against cyber-based attacks and high-technology 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; support federal, state, local and international partners; and to upgrade technology to successfully perform the FBI's mission.

For the FBI, this means that the public has committed to our care the safety of our Nation and the defense of our Constitution. To sustain that trust and to meet our resulting obligations, we must adhere strictly to our **Core Values** of: Rigorous obedience to the Constitution; Respect for the dignity of all those we protect; Compassion; Fairness; Uncompromising personal integrity 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; and Diversity.

## **The Police Officer Selection System (POSS)**

The Police Officer Selection System (POSS) is a challenging process designed to find only the most capable applicants. However, those who make it through the process become part of an elite team that are responsible for the protection of our personnel and assets. The POSS typically takes a year to complete, but can take longer.



## FBI Employment Requirements

In order to be eligible for employment with the FBI, applicants must violate none of the automatic employment disqualifiers, and adhere to the FBI's pre-employment drug policy. Please ensure you meet these standards before submitting an application. All of these disqualifiers are extensively researched during the FBI Background Investigation Process. All candidates for FBI positions must also meet the FBI's Employment Eligibility requirements.

**Employment disqualifiers:** Below are specific elements that will automatically disqualify job candidates for employment with the FBI. These include:

- Non-U.S. citizenship
- Conviction of a felony (Special Agent candidates only: conviction of a domestic violence misdemeanor or more serious offense)
- Violation of the FBI Employment Drug Policy (please see below for additional details)
- Default on a student loan insured by the U.S. Government
- Failure of an FBI-administered urinalysis drug test
- Failure to register with the Selective Service System (for males only, exceptions apply – please click here to find out more)



- Knowingly or willfully engaged in acts or activities designed to overthrow the U.S. government by force
- Failure to pay court ordered child support
- Failure to file federal, state, or local income tax returns

Please note that 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.

**Employment Drug Policy:** The FBI is firmly committed to a drug-free society and workplace. Applicants for employment with the FBI 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. 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 prior drug use makes him or her unsuitable for employment, balancing the needs of the FBI to maintain a drug-free workplace and 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/she deliberately misrepresents his or her drug history in connection with his or her application for employment. Additionally, candidates are automatically disqualified under the following criteria:

**Marijuana Usage:**

Candidates cannot have used marijuana within the three (3) years preceding the date of their application for employment, regardless of the location of use (even if marijuana usage is legal in the candidate's home state). The various forms of marijuana include cannabis, hashish, hash oil, and tetrahydrocannabinol (THC), in both synthetic and natural forms.

A candidate's use of marijuana in its various forms for medical reasons, regardless of whether or not it was prescribed by a licensed practicing physician, cannot be used as a mitigating factor.

**Illegal Drugs:**

Candidates cannot have used any illegal drug, other than marijuana, within the ten (10) years preceding the date of the application for employment.



Additionally, candidates cannot have sold, distributed, manufactured, or transported any illegal drug or controlled substance without legal authorization.

Prescription Drugs/Legally Obtainable Substances:

Candidates cannot have used anabolic steroids without a prescription from a licensed practicing physician within the past ten (10) years preceding the date of the application for employment

Finally, candidates cannot have sold, distributed, manufactured, or transported any prescription drug without legal authorization.

**FBI Background Investigation**: All FBI employees must undergo an FBI Background Investigation and receive an FBI Top Secret security clearance. Once you have received and accepted a conditional job offer, the FBI will initiate an intensive background investigation. You must go through this background investigation, and you must pass, before moving forward with employment. The preliminary employment requirements include a polygraph examination; a test for illegal drug use; credit and records checks; and extensive interviews with former and current colleagues, neighbors, friends, professors, etc. The average background investigation takes approximately 120 days, but may take longer depending on where an applicant has lived, worked, or traveled. Before applying for any FBI position, please make sure that the FBI Employment Disqualifiers do not apply to you.



## Chapter 2: The Application Process

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### Application and Required Documents

There are various ways in which an applicant can apply for the Police Officer position including, but not limited to, university career fairs and/or career sites, job fairs, or FBIJOBS.gov.

In order to submit an **application** to an open job posting via FBIJOBS.gov, applicants must first create an account and complete an applicant profile. Applicants 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.

All applicants must submit a resume when applying to an open job posting. Failure to provide any necessary and relevant information indicated in the job posting may disqualify an applicant from consideration. All applications are evaluated solely on the basis of the information submitted and as a result, additional information will not be requested if an application is incomplete.

In order to complete the application package, applicants will need to submit the following **required documents**:

- A detailed resume that includes all relevant work experience as indicated in the job posting;
- A completed assessment questionnaire;



- Other supporting documents such as: official or non-official college transcripts (if applicable); an SF-50 (prior Federal Service); a DD-214 (Veterans); and a DD-214, SF-15, and VA letter dated 1991 or later (Disabled Veterans).

## Eligibility Requirements

All applicants for the Police Officer position must meet the following:

- Must be able to attend and pass the POSS written test and panel interview;
- Must be able to obtain a Top Secret and/or SCI clearance. Selectee will be required to complete the annual Financial Disclosure process;
- Must be able to pass a U.S. Government Physical Exam;
- Must have (or be able to obtain) a valid driver's license;
- Must become proficient in the use of a firearm and various other weapon systems;
- Must be a minimum of 21 years of age;
- Must be a US Citizen;
- Must possess a high school diploma or General Education Development (GED) equivalency certificate.

## Reasonable Accommodations

The FBI is an Equal Opportunity Employer and all qualified applicants will receive consideration for this vacancy. Except where otherwise prohibited by law, selection will be made without regard to, and there will be no discrimination because of color, race, religion, national origin, political affiliation, marital status, parental status, physical or mental disability, genetic information, age, sex, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism, or any other non-merit factors.

The FBI provides reasonable accommodations to qualified applicants with disabilities. If you need a reasonable accommodation for any part of the application and/or hiring process, please notify the Office of Equal Employment Opportunity Affairs (OEEOA) Reasonable Accommodation (RA) Program by either e-mail at [REASONABLE ACCOMMODATIONS@ic.fbi.gov](mailto:REASONABLE_ACCOMMODATIONS@ic.fbi.gov), telephone at 202-324-2158, or FAX at 202-324-3976. Your request will receive an individualized assessment and will be processed in the order it was received.



THIS E-MAIL ADDRESS IS ONLY FOR REASONABLE ACCOMMODATION REQUESTS. PLEASE DO NOT SUBMIT YOUR APPLICATION AND/OR ANY QUESTIONS UNRELATED TO REASONABLE ACCOMMODATIONS. SHOULD ANY APPLICATIONS BE RECEIVED, THEY WILL NOT BE FORWARDED FOR CONSIDERATION DURING THE HIRING PROCESS.

## **Critical Skills and Abilities**

All applicants will be rated on the following competencies as these are critical to successful performance in the Police Officer position:

- Initiative and motivation;
- Stress tolerance;
- Interpersonal ability;
- Attention to detail;
- Judgment and decision making;
- Adaptability and flexibility;
- Oral Communication;
- Professionalism;
- Writing.

If applicants self-assess themselves too highly when completing the application/questionnaire, and those self-assessments are not supported by information documented in the attached resume and/or supporting documents; the applicant may be eliminated from Most-Competitive status or may receive a lowered score.



## Chapter 3: Preparing for POSS Testing

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### Testing Guidelines

#### What to Bring

Candidates must bring a driver's license or other 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. Candidates are not permitted to participate in the testing process without proper photo identification.

#### What NOT to Bring

- Reference materials (e.g., dictionaries, textbooks, etc.)
- Pens and/or pencils (these will be provided)
- Reading materials (e.g., books, magazines, newspapers, etc.)
- Work-related materials
- Briefcases
- Papers (e.g., resumes, notification letters, notes, blank paper, etc.)
- Cellular phones (If you bring a Cell phone it will not be permitted in the testing area)
- Other electronic devices (e.g., calculators, tape recorders, cameras, radios, etc.)
- Weapons of any kind, including Firearms (This includes current law enforcement personnel. You may not bring your firearm into FBI space or the testing facility.)



### **What to Wear**

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

### **How Long the Testing Takes to Complete**

- Written Test – Approximately 45 minutes.
- Panel Interview – Applicants will be allotted 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 is not allowed during testing.
- Smoking – Neither smoking nor chewing tobacco will be permitted during testing.
- Restroom Use – You may not use the restroom during administration of the tests.
- Telephone Use – You are not permitted to use a telephone or cell 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 your being disqualified from the process.
- Talking – There will be no talking to other applicants once testing has begun.
- 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 – Candidates 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 all interview and testing information during the entire FBI hiring process. This ensures other potential applicants are not given an unfair advantage or disadvantage in the selection process. Applicants are required to sign a nondisclosure form at the assessment. If an applicant is found to have violated this agreement, he or she will be disqualified from FBI employment.
- Leaving the Premises – Candidates are not permitted to leave the testing premises during testing.



# Test Taking Tips

## Written Exam

At the start of the exercise, applicants will be given a set of background materials to use for this exercise. Please be detailed and thorough in the written report required in this exercise.

There is no preparation manual available for the Writing Exercise, but it is suggested that applicants:

- Read the instructions carefully and make sure they understand what the exercise requires.
- Be detailed and thorough in their report.
- Use only the facts/materials provided.
- Follow grammatical rules and spell words correctly.
- Write legibly—responses cannot be evaluated if they cannot be read.

## Oral Interview

A one-hour panel interview will be administered by a panel of two-to-three Police Officer Assessors. The panel will use standardized scoring criteria to measure the Police Officer core competencies; as well as your 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. Do not be 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 interview panel has 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.
- Study your resume and be able to speak about how your experiences match with the critical skills and abilities required of FBI Police Officers.



## Retesting

Applicants for the Police Officer position who fail either exam during the testing session will be ineligible to retest for one calendar year after their initial test date. Applicants interested in retesting for the Police Officer position after one calendar year will have to re-apply to an open vacancy on [FBIJOBS.gov](http://FBIJOBS.gov). Applicants will only be allotted two attempts at the POSS testing Blitz before they are considered disqualified from consideration.



## Chapter 4: Post-POSS Testing

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### Conditional Job Offer (CJO)

If a candidate passes both exams during the testing session, their resumes will be forwarded to a hiring manager for review. Those candidates that are selected will receive a CJO and must respond to inform of their acceptance or declination. The CJO will include the position title, GS pay grade and annual salary information. Conditional job offers are contingent upon signing the FBI service agreement. Not all candidates that pass the POSS Blitz will receive a CJO!

### Medical Examination

OPM has established medical standards for the GS 0083 Police occupational series. The medical examination ensures that each candidate's situation is reviewed on an individual basis consistent with both the Rehabilitation and Genetic Information Non-discrimination Acts, as amended.

Every applicant for the Police Officer position must pass a physical examination conducted at a select medical facility. The physical 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 an applicant is capable of performing the essential functions of the Police Officer Position.

Prior to attending FLETC, applicants will not be given nor be required to pass any physical fitness or abilities test that consists of actually performing exercises such as sit-ups, pull-ups, running, etc.

## **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 the applicant's assigned duty location, the grade and step at which they qualify, locality adjustments, and instructions regarding the next steps in the process.



## Chapter 5: Training

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### **Federal Law Enforcement Training Center (FLETC)**

Prior to attending FLETC; or an accredited law enforcement academy, as appropriate, all new Police Officer appointees will be required to first attend the FBI's four day Onboarding New Employees program at Quantico. New appointees may then be required to successfully complete an intensive, 12-week, Uniformed Police Officer Training Program at one the FLETC locations indicated below. The Uniformed Police Training Program (UPTP) 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 the new officer with the specific knowledge and skills necessary to perform at the entry level in a Federal law enforcement position. The FLETC maintains liaison with Partner Organizations to keep abreast of their changing needs and to provide current information to students concerning 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 which participate in the UPTP training platform.

Currently, the UPTP program is administered at the following two FLETC locations: Glynco, GA and Artesia, NM. FLETC assignments are based on slots available and are not negotiable. For detailed FLETC student information, please visit one of the following:



Glynco, GA: <https://www.fletc.gov/glynco-student-info>

Artesia, NM: <https://www.fletc.gov/artesia-student-info>

## **Post - FLETC**

After graduating from FLETC, new Police Officers 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 a Field Training Officer 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.

FBI police officer applicants are required to sign a continued service agreement that notes their willingness to remain in the FBI police officer position for a minimum of two years from the date they first report to duty. This does not include time spent training at FLETC. If an applicant defaults on this two-year commitment, the FBI has the right to require repayment of the cost of any training and/or incentive money received by the applicant.



## Chapter 6: Police Officer Salary

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### FBI Police Officer Salary and Adjustments

The FBI follows specific internal and OPM guidelines when determining the grade and step 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: 05** - All applicants must have one (1) year of specialized experience equivalent to the next lower grade (GS-04); OR have successfully completed a full 4 year course of study leading to a bachelor's degree in Police Science or a comparable degree program related to the work of the position.

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 an accredited educational institution in the United States.

**GS: 06** - All applicants must have one (1) year specialized experience equivalent to the next lower grade (GS-05).

No substitution of education or training may be made for the required specialized experience at GS 6 and above.

**GS: 07** - All applicants must have one (1) year specialized experience equivalent to the next lower grade (GS-06).

**GS: 08** - All applicants must have one (1) year specialized experience equivalent to the next lower grade (GS-07).



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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 of the FBI police duty locations as follows:

- **Washington DC, VA, MD (OPM Special Rate Table 983d):** \$40,248-\$69,229;
- **New York NY (OPM Special Rate Table 983e):** \$41,390-\$71,266;
- **Clarksburg WV (OPM Special Rate Table 983a):** \$35,967-\$62,103.

These salary ranges however 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, all FBI Police Officers 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 of selected candidates will be determined based on vacancies, skill set, experience and the needs of the FBI. Candidates must be willing to accept assignment to any location within the FBI in order to be eligible for consideration. While attending FLETC, the applicant will receive the salary and locality pay of their permanent duty location outlined in their Final Job Offer.