



**JOHNS CREEK POLICE DEPARTMENT**  
**2014-01 Police Officer Hiring Process**  
*(Closing Date September 1, 2015)*

**Steps of the Hiring Process**

1. **Pre-Employment Review** – Interested party completes an online application and pre-screening document to determine minimum qualifications and eligibility.
2. **Physical Fitness Testing** – The minimum qualifications for the Physical Fitness test is the same for all candidates. The test is a pass/fail.
3. **Written Examination** – Candidate must pass with a minimum score of 80%.
4. **Background I** – Review of driving and criminal history to ensure minimum qualifications have been met. This step is conducted for all candidates who have passed the physical fitness test and the written exemption and are scheduled for the oral assessment board.
5. **Oral Assessment Board** – This step is scored and includes job related scenario based questions relative to the job function/classification. Candidates must pass achieve an overall score of 80% on the oral assessment to proceed in the hiring process.
6. **Eligibility List** – Candidates who successfully pass the oral board assessment shall have their name placed on an eligibility list. Candidate eligibility lists are valid for one year.

The following steps occur if there is an open position:

7. **Recommendation of Candidate for the Chief's Review**
6. **Conditional Offer of Employment**
7. **Background II** - References, neighborhood, and employment checks.
8. **Medical Examination and Drug Screening**

**Police Department**

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9. **Polygraph Examination** – Candidates must submit to a polygraph examination which is given by trained personnel.

10. **Psychological Examination**

10. **Final Hiring Interview with the Chief of Police** – All final hiring decisions are made by the Chief of Police.

The background investigation is continuous. Steps will not necessarily occur in the above order.

Applicants/interested parties who are disqualified during the Hiring Process will be notified in writing whether they are eligible to reapply in the future. If no disqualifications are identified, most applicants will be immediately eligible for future openings.

If an opening were to become available the selection process takes approximately two to six months from start to finish.

Thank you for your interest in employment with the City of Johns Creek.

*Capt. Chris Byers, Office of Professional Standards  
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