



# City of Parma Police Department

105 N. 4<sup>th</sup> Street

Parma, Idaho 83660

Business Office: (208) 722-7373 Fax: 722-5139

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## Parma Police Officer Hiring Process

The following hiring process is standardized for all applicants to ensure impartial treatment. Some portions of this process may be waived based on job related experience, training and certifications that relate specifically to the announced posting, Idaho POST requirements and at the discretion of the Chief of Police. Candidates will be evaluated through every step of the process and notified of their prospective status. Failure to follow instructions, withholding information, falsifying application or intentional misleading information may eliminate any candidate at any given time.

1. Submit Parma Police Department employment application found on department website or may be picked up at the Police Department, along with resume and cover letter via USPS or may be dropped off at City Hall or the Police Department.
2. Applications, resumes and cover letters will be reviewed after specified time in posting.
  - a) Candidates meeting minimum requirements will be invited and assigned testing and interview dates.

### Phase I:

3. The Idaho Patrol Officer Physical Readiness Test PRT: Candidates will be required to sign Waiver of Liability Form prior to participation. Failure to sign will eliminate candidate from hiring process. (Candidates should ensure they have reviewed standards of PRT on Idaho POST website at [www.post.idaho.gov](http://www.post.idaho.gov) and are in appropriate physical condition to participate) Failure to meet PRT standards will eliminate candidates from further consideration. Candidates that meet minimum standards will participate in Oral Board Interview normally scheduled on the same day.
4. Oral Board Interview: Candidates will appear before Interview Committee. If a recommendation is received, candidates will receive a Background Investigation Packet and detailed instructions to be returned in specified time.

### Phase II:

5. Background Interview: Once background investigation is complete, Candidates will be contacted and assigned a background interview date. This interview is a one-on-one interview between the candidate and an Investigator assigned to the hiring process. Candidates that advance through the background process will advance to Phase III.

Integrity



Service



Excellence



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## Phase III:

6. Conditional Offer of Hire: All successful candidates that have advanced to Phase III will be given a Conditional Offer of Hire. Hire is conditional upon completion of successfully passing the Polygraph Examination, Psychological Evaluation, final selection by the Chief of Police and Idaho POST requirements.
  - a) Polygraph Examination: Exams will be scheduled by the department. The Department will attempt to make considerations for out of state candidates but cannot guarantee anything. Successful Candidates who pass the Polygraph Exam will be scheduled for a Psychological Evaluation.
  - b) Psychological Evaluation: Exams will be scheduled by the department. The Department will attempt to make considerations for out of state candidates but cannot guarantee anything. Successful Candidates who pass the Psychological Examination will be schedule for final interview and selection Phase.

## Phase IV:

7. Chief's Interview: Successful Candidates who advance to Phase IV will be scheduled for the Chief's Interview. This is a one-on-one interview with the Chief of Police and **MUST** be done in person. No telephonic, or Skype interviews will be accepted. Candidates may be selected upon completion and given a tentative starting date or placed into an eligibility pool depending on the number of positions available.

**\*NOTE: CONDITIONAL OFFER OF HIRE WILL EXTEND UNTIL CANDIDATE HAS SUCCESSFULLY COMPLETED ACADEMY REQUIREMENTS, (IF REQUIRED) FIELD TRAINING PROGRAM, PROBATION PERIOD OF ONE YEAR AND RECEIVES IDAHO POST CERTIFICATION.**

PARMA POLICE DEPARTMENT complies with Title 1 of the Americans with Disabilities Act of 1990, the Rehabilitation Act of 1973, and the State Human Rights Act and is an equal opportunity employer. Reasonable accommodations will be made available to qualified individuals with disabilities upon request.

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