

HOWARD COUNTY POLICE DEPARTMENT

The following steps are included within the application process:

- **Registration and Written Test:** The written test is scheduled and offered on an ongoing basis. There is no pre-registration or application needed to take the test. At the time of the written test we will obtain your personal information so that we can maintain contact with you during the application process. Recruiters will be available and you will be encouraged to ask any questions you may have about Howard County and its Police Department. You will have two hours to complete the written test. The written test score is valid for six months. If you do not pass the written test on your first attempt, you will be eligible to take the test again six months after your first attempt.
- **Physical Agility Test:** The physical agility test is comprised of four physical tests. Sit-ups, Push-ups, Vertical Jump, and 1½ mile run. You will be provided with your goal for each test based on your age and gender. You must pass the written test before you are eligible to take the physical agility test. However, you are eligible to take the physical agility test as many times as it is offered in the six months following the written test in order to pass it successfully. It is required that you bring the completed HCPD Physical Test Form with you in order to complete the physical agility test.
- **Completion of a Personal History Questionnaire (PHQ):** This PHQ booklet will be given to you following the successful completion of the Physical Agility Test. You will be given ten days to complete and return this booklet. It is critical that you be thorough and honest when completing this booklet, as all the information you provide will be verified during your polygraph exam and background investigation.
- **Oral Interview:** Upon our receipt and successful review of your PHQ you will be scheduled for an oral interview. The oral interview is conducted by three Howard County Police employees. A series of questions will be asked of you concerning your background, capabilities, and personality.
- **Polygraph Exam:** Upon successful completion of the oral interview you will be scheduled for a polygraph exam. You will be provided with an information sheet concerning the polygraph exam. You can expect the polygraph exam to last approximately three hours. A trained and certified Polygraph Examiner conducts the exam. You will receive an explanation of the polygraph equipment and exam procedures and the Examiner will review all test questions with you prior to administration of the tests.
- **Background Investigation:** After successfully passing the polygraph exam, your case file will be assigned to a Background Investigator. The Investigator will make contact with you and let you know they will be conducting records checks, verifying education, and contacting all of your listed references: family members, neighbors, and employers. This portion of the process takes the longest to complete.
- **Psychological Exam:** Upon the successful completion of the background investigation you will be scheduled for a psychological exam. A trained and certified psychologist conducts the exam.

Police Headquarters
3410 Courthouse Drive
Ellicott City, MD 21043

Police Training Center
2200 Scott Wheeler Dr
Marriottsville, MD 21104

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