**Frequently Asked Questions**

The following FAQ’s have been compiled as a resource for potential candidates who are interested in learning more about the Police Officer recruitment, selection and hiring process. Click on the arrow next to the topic to expand or collapse.

# Police Officer Qualifications & Requirements

**What are the minimum qualifications for the Entry Level Police Officer position?**

* 1. Must be a citizen of the United States (If you are a permanent resident, you must be eligible for and have applied for citizenship at the time of application and be a U.S. citizen at the time of appointment)
	2. California Government Code Section 1031(a) requires that Police Officers must be a high school graduate, pass the General Education Development test or other high school equivalency test approved by CDE, or have attained a two-year, four-year, or advanced degree from an accredited or approved institution
	3. 20.5 years of age at the time of application and 21 years of age at the time of appointment. Fremont does not have a maximum age limit.
	4. Possession of a Class C California driver’s license at the time of appointment with a satisfactory driving record

**What are the minimum qualifications for the Lateral Police Officer position?**

* 1. Currently employed as a Police Officer or a Deputy Sheriff by a California law enforcement agency
	2. Successful completion of a POST-approved field or jail training program
	3. Possess a POST Basic certificate
	4. Possession of a Class C California driver’s license at the time of appointment with a satisfactory driving record.

# Recruitment, Selection & Hiring Process Overview

Please note that the recruitment process may be adjusted due to the current COVID-19 situation.

**How long does the hiring process take?**

On average, the hiring process can take anywhere from three to six months.

## **Entry-Level & Academy Graduate Police Officer**

**What does the recruitment process consist of?**

### Step 1: Application

Submit an online application at [www.fremontpolice.gov/hiring](http://www.fremontpolice.gov/hiring). Academy graduates must include a California Basic Post Intensive Academy certificate dated within one year of the date of application.

### Step 2: Written Exam

**What is the minimum passing written exam scores required by the Fremont Police Department?**

The Fremont Police Department will accept written exam scores, dated within one year of application, from either of the exams outlined below.

* 1. National Testing Network (NTN) Law Enforcement Exam: You must score 65% on the video portion, 70% on the reading, and 70% on the writing.
	2. Post Entry-Level Law Enforcement Test Battery (PELLETB): You must obtain a T-Score of 51 or higher.

**I have taken the NTN and passed it in the last 12 months. Can I request my test results to be sent to the City of Fremont?**

Yes, NTN requires you to pay a small fee, but you can contact NTN and request your score to be transferred to the Fremont Police Department.

**Can I get an extension on the deadline to submit a written exam score?**

Applicants that are unable to submit a passing written exam score by the deadline will be encouraged to re-apply for the next hiring cycle.

**Do I need to complete a written exam if I am an academy graduate?**

This step will be waived for academy graduates that provide a California Basic Post Intensive Academy certificate dated within one year from the date of application.

### Step 3: Personal History Questionnaire (PHQ)

**How soon will I be invited to complete a Personal History Questionnaire (PHQ)?**

Once we receive a completed application and passing written exam score, we will generally invite candidates to take the PHQ within 1 week.

**Can I send Fremont a copy of my Personal History Questionnaire that I have taken with a different agency?**

The Fremont Police Department will send an email invitation to applicants to complete a Personal History Questionnaire (PHQ) once they submit a passing written exam score. We will not accept PHQ’s from other agencies.

**Can I get a status update on my PHQ? I completed the PHQ a couple of weeks ago and have not heard back.**

Applicants will be notified about the status of their PHQ once an update is available. This may take a few weeks and we appreciate your patience.

### Step 4: Oral Board Interview

The interview panel consists of one Fremont Police Sergeant, one Fremont Police Officer, and one non-sworn Fremont employee; this exam is pass/fail.

### Step 5: Physical Agility Test

**Will the Fremont Police Department waive the Physical Agility Test if I have a WSTB score?**

The Fremont Police Department will waive the Physical Agility Test if the POST WSTB was taken within one year from the date of application and demonstrates a minimum score of 384 or higher. The 1.5-mile run is not considered. WSTB scores may be attached to your application.

**Do I need to complete a PAT or submit a WSTB score if I am an academy graduate?**

This step will be waived for academy graduates that provide a California Basic Post Intensive Academy certificate dated within one year from the date of application.

**What does the Fremont Police Department’s Physical Agility Test (PAT) consist of?**

The PAT consists of 4 events: 6-foot wall, 99-yard obstacle course, 165 lb. body drag, and 500-yard run. Candidates must demonstrate a minimum score of 316 or higher. Candidates may submit WSTB results to satisfy the PAT requirements.

### Step 6: Lieutenant Panel Interview

The interview panel consists of one Fremont Police Lieutenant and one Fremont Police Sergeant.

### Step 7: Polygraph

This step consists of completing your Personal History Statement (PHS) and the polygraph. Your polygraph appointment is contingent upon a positive evaluation of your PHS. Your results will be reviewed by the Police Executive team.

### Step 8: Background

A background investigator will be assigned to complete a thorough background.

### Step 9: Executive Panel Interview

The results from all the previous steps will be evaluated. The interview panel consists of the Fremont Police Chief and two Fremont Police Captains.

### Step 10: Conditional Job Offer

Final job offer is dependent on the medical and psychological evaluations.

**What are the City’s guidelines on the medical examination process? Does the City of Fremont follow POST guidelines?**

The City of Fremont is fully compliant with POST medical examination guidelines. Please visit <https://post.ca.gov/medical-screening-manual> to access the POST Commission Regulations and additional resources on the medical exam step of the selection process.

## **Lateral Police Officer**

**What does the recruitment process for Lateral Police Officers consist of?**

### Step 1: Application

Submit an online application at [www.fremontpolice.gov/hiring](http://www.fremontpolice.gov/hiring). Out of state applicants must apply through the Police Officer Entry-Level/Academy Graduate position and are encouraged to contact FPD’s recruitment team to obtain additional information regarding the requirements and hiring process.

### Step 2: Personal History Questionnaire (PHQ)

**How soon will I be invited to complete a Personal History Questionnaire (PHQ)?**

Once we receive a completed application, we will generally invite candidates to take the PHQ within 1 week.

**Can I send Fremont a copy of my Personal History Questionnaire that I have taken with a different agency?**

The Fremont Police Department will send an email invitation to applicants to complete a Personal History Questionnaire (PHQ) once they submit a passing written exam score. We will not accept PHQ’s from other departments.

**Can I get a status update on my PHQ? I completed the PHQ a couple of weeks ago and have not heard back.**

Applicants will be notified about the status of their PHQ once an update is available. This may take a few weeks and we appreciate your patience.

### Step 3: Lieutenant Panel Interview

The interview panel consists of one Fremont Police Lieutenant and one Fremont Police Sergeant.

### Step 4: Polygraph

This step consists of completing your Personal History Statement (PHS) and the polygraph. Your polygraph appointment is contingent upon a positive evaluation of your PHS. Your results will be reviewed by the Police Executive team.

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### Step 6: Executive Panel Interview

The results from all the previous steps will be evaluated. The interview panel consists of the Fremont Police Chief and two Fremont Police Captains.

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# Hiring Bonus & Incentive

**Do you offer a signing bonus?**

Yes, a $10,000 signing bonus is offered to Entry-Level and Lateral Police Officer new hires. New hires will receive $5,000 at the time of hire and $5,000 after the successful completion of probation.

**Do you have incentives for Lateral Police Officers?**

The City may offer up to 10 years of service credit towards educational/POST incentive pay, vacation leave accrual, longevity incentive pay, and retiree medical reimbursement. Prior years of service credit must be approved by the City Manager’s Office. In addition, we currently offer a $10,000 signing bonus.

# Police Academy

**Does the Fremont Police Department sponsor applicants through a police academy?**

Yes, the Fremont Police Department will sponsor applicants through a police academy.

**When is the next police academy and which police academy does the Fremont Police Department send their applicants to?**

The Fremont Police Department will send applicants to a police academy closest to their hire date. We collaborate with several police academies and will send applicants to an academy that has availability at the time of hire.

**Will the Fremont Police Department pay for live-in expenses while applicants are attending a policy academy?**

The Fremont Police Department does not offer housing expenses and does not require new hires to stay at the police academy.

**How long is the police academy?**

The police academy is approximately six months. The academy hours are typically Monday through Friday from 8:00 a.m. to 5:00 p.m. but may vary upon the academy schedule.

# Live Chat Hours with Recruitment Team

Our live chat hours are Tuesdays from 1:00 p.m. to 4:00 p.m. and Thursdays from 9:00 a.m. to 12:00 p.m. Our team can be contacted outside these hours by email at fpdrecruiting@fremont.gov or by phone/text at 510-404-8934. A recruiter will respond within 72 hours. Please note that live chat hours are temporarily extended to Tuesdays, Wednesdays, and Thursdays from 9:00 a.m. to 4:00 p.m. due to the current COVID-19 situation.

# Military Service & Information

**What happens if I get deployed while working for the Fremont Police Department? What happens if I get deployed while on probation?**

The Fremont Police Department follows federal laws regarding Uniformed Services Employment & Reemployment Rights Act (USERRA) and will coordinate with employees on a case by case basis.

**Do you have a federal/military buyback program?**

The Fremont Police Department's retirement system is through CalPERS. CalPERS offers a maximum of four years military service credit if you meet one of the eligibility requirements as follows:

1. A current, former or retired member of CalPERS covered employer that contracts for this option
2. A current or retired state or school member

You cannot purchase military service credit if you:

1. Are receiving military retirement pay based on 20 years of active military service
2. Have received military service credit in any other retirement system

Please visit <https://www.calpers.ca.gov/page/active-members/retirement-benefits/service-credit> for additional information.

**Do military members get veterans preference points on the written exams?**

We do not offer veterans preference points on the written exams.

**What benefits are offered to retired or active military members after they are hired as a Police Officer?**

1. The Fremont Police Department may offer up to 7.5% for educational/POST incentive pay. Military members may contact colleges that accept and transfer military time to educational credits/units.
2. Military members, with experience working in a position like a Police Officer, may be offered up to 10 years of service credit towards educational/POST incentive pay, vacation leave accrual, longevity incentive pay, and retiree medical reimbursement. Prior years of service credit must be approved by the City Manager’s Office.

**Can I collect from my Post 911 GI Bill during my employment with the Fremont Police Department?**

Yes, you can collect from your GI Bill, including Basic Allowance for Housing (BAH) up to 24 months while working for the Fremont Police Department. These 24 months include time in the police academy, field training officer (FTO) program, and during probation.

# Out of State Applicants

**Do you consider applications from out of state?**

The Fremont Police Department will accept and consider out of state applicants. The recruitment process is the same as the Police Officer Entry-Level position.

**Do you consider applications from out of state Lateral Police Officers?**

The Fremont Police Department will accept and consider out of state Lateral Police Officer applicants. Please note that out of state applicants must apply through the Police Officer Entry-Level/Academy Graduate position and are encouraged to contact our recruitment team to obtain additional information regarding the requirements and hiring process.

# Police Department Policies

## Drug Use

**What is the City’s policy on Marijuana and drug use?**

Fremont is a Drug-Free Employer. You will be asked about all drug use during the PHQ phase. Applicants are strongly encouraged to answer all PHQ questions honestly because their responses will be verified during the entire process. Fremont will consider all responses on a case by case basis before making any determinations.

## Facial Hair

**What is the City’s policy on facial hair?**

Mustaches

A short and neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

Sideburns

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

Facial Hair

Facial hair other than sideburns, mustaches, and eyebrows shall not be worn unless authorized by the Chief of Police or his or her designee.

**Do you allow facial hair to be kept for religious reasons?**

We allow exceptions for religious purposes at the Chief of Police’s discretion and authorization. Candidates may ask for a reasonable accommodation if they believe one is required in either the testing or hiring process. Accommodations can be requested by emailing fpdrecruiting@fremont.gov and a member of the Human Resources Department will return your email within 72 hours.

## Hairstyles

**What is the City’s policy on hairstyles?**

Hairstyles of all members shall be neat in appearance. For male employees, head hair must have a natural color and tone and not extend below the top edge of the uniform collar while assuming a normal stance.

For female employees, head hair must have a natural color and tone and be neatly shaped and arranged. While in uniform, head hair shall not fall below the standard collar’s lower edge.

For safety reasons, sworn uniformed employees and detention officers must wear their hair up or in a tightly wrapped braid or ponytail. Hair fasteners for uniformed positions are permissible, but only for safety reasons, if hair barrettes or pins are worn, they shall be small and inconspicuous.

Extreme hairstyles or hair treatment/color are prohibited.

## Tattoos

**What is the City’s policy on tattoos?**

Fremont Police Department’s policy on tattoos states “while on-duty or representing the Department in an official capacity, tattoos or other body art shall be concealed. Only minimal and brief incidental exposure of tattoos or body art is permitted (e.g. when reaching or stretching out of a normal stance or position).” Candidates may ask for a reasonable accommodation if they believe one is required in either the testing or hiring process. Accommodations can be requested by emailing fpdrecruiting@fremont.gov and a member of Human Resources Department will return your email within 72 hours.

# Probationary Period

**How long is the probationary period for Entry-Level Police Officers?**

The probationary period is 24 months from the date of hire.

**How long is the probationary period for Lateral Police Officers?**

The probationary period is 18 months from the date of hire.

# How to Re-apply

**When can I re-apply if I fail the following steps?**

|  |  |
| --- | --- |
| **Steps** | **Re-application Period** |
| Written Exam | Any time |
| PHQ | **\***One year from the date of application |
| Oral Board Interview | Six months from the date of application |
| Lieutenant Panel Interview | One year from the date of application |
| Pre-Poly/Polygraph | **\***One year from the date of the failed notification. Applicants who fail the Polygraph twice must wait two years from the date of the failed notification from the second time they failed. |
| Background | **\***One year from the date of failed notification |
| Executive Panel Interview | One year from the date of the Executive Panel failed notification |
| Medical/Psychological Evaluation | One year from the date of the failed notification |

\***The reapplication period may be affected if applicants fail this step in other FPD recruitments.**

# Ride-Along Program

**Do you have a ride-along program?**

Yes, a ride-along can be requested by candidates after the successful completion of the Lieutenant’s panel interview. Please note that the ride-along program is currently on hold due to the current COVID-19 situation.

# Shift Schedule

**What is the work schedule for Police Officers?**

FPD Police Officers work a rotating schedule of 4 days on, then 4 days off.

**What shifts are worked in Fremont?**

* 1. Day Shift: 5:45 a.m. - 4:45 p.m.
	2. Swing Shift: 2:00 p.m. - 1:00 a.m.
	3. Midnight Shift: 8:00 p.m. - 7:00 a.m.

**Shift Change**

Shift change occurs every six months and sign-ups are based on seniority. Police Officers can stay in the same shift for three years before they are required to change shifts.