

Career Roadmap – Law Enforcement

Junior Year

Starting Off

- Review Senior Scholar Program
- Review Honors in the Major Program
- Review scholars Track Courses
- Review the leads scholars program

What class to take: (Fall/Spring/Sum)

NOTE: It is highly recommended that students take CJE 3001 Careers in Criminal Justice as soon they begin taking Criminal Justice courses.

- **Fall**
 - CCJ 4054 -Criminal Justice Ethics (Core)
 - CCJ 3014 – Crime in America (Core)
 - CCJ 3024 – Criminal Justice System (Core)
 - Enroll in certificate/minor courses if applicable (Upper Level Elective)
- **Spring**
 - CJC 3010 – Corrections and Penology (Core)
 - CJL 3510 – Prosecution and Adjudication (Core)
 - CJE 4014 – Police and Society (Core)
 - Upper Level Elective
- **Summer**
 - CCJ 4701 – Research Method (Core)
 - Upper Level Elective
 - Upper Level Elective
 - Upper Level Elective

Join Student Organizations

- LAE
- Criminal Justice Honor Society

Additional Tasks

- Identify a Faculty/ Alumni Mentor
- Attend Job Fairs
- Attend Career Fairs
- Study abroad
- Career Services available resources
- Job Shadowing (Ride along)
- Register resume – Knights link
- Volunteering

- Internships

Senior Year

What class to take: (Fall/Spring)

- **FALL**
 - CCJ 4746 – Data Analysis (Core)
 - Upper Level Elective
 - Upper Level Elective
 - Supportive Electives
- **SPRING**
 - Criminal Internship
 - Supportive Electives

Student Organizations

- LAE
- Criminal Justice Honor Society

Additional Tasks

- Faculty/ Alumni Mentor
- Continue to work with Faculty/ Mentor
- Apply to Graduate schools if planning to continue education
- Meet with Graduate Advisor
- Develop potential list of references & request letters of recommendation from faculty/ employers
- Criminal Justice Career Fair
- Attend University Job Fairs
- Explore Career Services employment opportunities
- Update resume
- Upload resume to KnightLink
- Apply for graduation

Hiring Process

Basic Application / Prescreening Questionnaire

The initial application and prescreening questionnaire convey an applicant's interest and eligibility. Based on a review of this material, candidates are invited back to take the written exam.

Written Exam / Entrance Test

The written exam is typically a standardized test used to assess general aptitude and does not require or assume any knowledge specific to law enforcement. Written exams typically test an applicant's

- Reading Comprehension
- Problem-Solving / Judgment Skills
- Memory
- Writing Skills

Some agencies or state POSTs offer study guides to assist applicants preparing for the exam. Alternatively, there are private sector publications available online and at local bookstores that are designed to help with test preparation.

Video Exam

During video exams, applicants watch a scenario and provide a verbal response that is rated and scored. Some agencies use video simulations to assess an applicant's interpersonal skills and judgment.

Physical Fitness / Ability Test

Law enforcement has physical demands, and employers are keen to ensure their recruits are fit to serve. Applicants can expect to take some sort of physical ability test during the hiring process. Agencies typically use a fitness test, a job simulation test, or a combination of both. A fitness test measures a candidate's overall level of fitness through structured activities that assess strength, endurance, and cardiovascular health. Job simulation tests are designed to be job samples, measuring your ability to perform certain job-specific tasks such as running stairs, dragging a weight, or climbing a wall. While each agency sets its own minimum requirements, with enough training and determination anyone can achieve success.

Background Investigation

A thorough background check will be conducted to ensure that you do not have any personal or professional issues that would preclude you from police service. Background investigators will review your employment history, character references, academic records, residency history, criminal history, and credit history.

A background investigation typically includes a fingerprint check and interviews with those who know you, including previous employers, school or military personnel, neighbors, and family members.

Drug Testing

Drug tests are routinely administered to check for the presence of illegal substances. Each agency establishes the type of test.

Psychological Testing

Just as agencies want to ensure you are physically fit for the job, they also want to ensure that you are psychologically stable and mentally fit to handle the job. This evaluation is typically made through written psychological exams and may be supplemented with an interview by a psychologist.

Psychological testing serves two functions: to evaluate your character and emotional make-up and to ensure you are well suited to the job from a psychological standpoint.

Polygraph

Many departments use a polygraph, commonly known as lie detector, to verify information submitted throughout the application process.

Oral Board

The oral board is a chance for members of the hiring authority to meet and talk with you face to face. Oral interviews serve as a chance to discuss your qualifications and gauge your fit with the agency. During the oral interview, you may be evaluated on your:

- General appearance and demeanor
- Communication skills
- Understanding of and interest in policing as a career
- Response to questions and scenarios.

Medical Exam

Generally only those applicants who have been given a conditional offer of employment will be subject to the medical exam. This physical exam will evaluate if you are medically fit to meet the physical requirements of the job. Specifically, you should be able to perform the “essential job functions” as listed by the employer. For example, to drive a vehicle, your vision will be assessed and you should have a low risk of sudden incapacitation, such as seizure or heart attack.

A typical medical exam may include the following elements:

- Height
- Weight
- Vision
- Hearing
- Chest X-ray
- Blood test
- Urine test
- Blood pressure
- Electrocardiogram
- Screening tests for illegal drugs

Most law enforcement agencies have vision and hearing criteria, as well as criteria based on specific diseases or conditions. The specific requirements vary by agency and what is acceptable by one department may not be by another.

Source: International Association of Directors of Law Enforcement Standards and Training, Model Minimum State Standards For Post Administration, on the Internet at <http://www.iadlest.org/standards> (visited March 18, 2008).

Reference

- [The Hiring Process](#)