



Philadelphia Police Department Application Process Checklist

Philadelphia Police Department
Recruitment Unit
22nd & Hunting Park Avenue
Philadelphia, PA 19140
215.685-3026, 27, 28 :: www.ppdonline.org

STEP	DATE COMPLETED	DESCRIPTION
①	<input type="checkbox"/>	Complete "Application for Police Officer Recruit" form and submit to the address indicated along with application fee and any supporting documents (DD-214, etc.).
②	<input type="checkbox"/>	Receive letter from City of Philadelphia Personnel Department informing you of when and where to take your Civil Service Examination. This letter will include the date & time of the examination and the location of the examination center.
③	<input type="checkbox"/>	Report to the designated examination center and receive a Pre-Examination Study Booklet. You will have 45 minutes to study this booklet before the examination is administered. Take the <u>Civil Service Examination</u> .
④	<input type="checkbox"/>	Receive letter from City of Philadelphia Personnel Department with your civil service examination SCORE and RANKING.
⑤	<input type="checkbox"/>	Receive letter from City of Philadelphia Personnel Department scheduling you to appear at the Philadelphia Police Academy for your orientation. During this orientation you will receive a Personnel Data Questionnaire (PDQ) that you will depart with and must complete before the next step.
⑥	<input type="checkbox"/>	Report to the Philadelphia Police Academy for your <u>Orientation</u> and get your PDQ.
⑦	<input type="checkbox"/>	Receive a letter or phone call informing you of when to meet with a Philadelphia Police Detective who will be assigned as your background investigator. You will be required to provide your Background Investigator with your completed PDQ during this meeting.
⑧	<input type="checkbox"/>	Meet with your Background Investigator for interviews and to review your Completed <u>Personnel Data Questionnaire (PDQ)</u> .
⑨	<input type="checkbox"/>	Receive a letter from the City of Philadelphia Personnel Department informing you of the date of your Physical Examination and Drug Screening. This will take place at the City of Philadelphia Health Center located at 19 th & Fairmount.
⑩	<input type="checkbox"/>	Report for your <u>Physical Examination and Drug Screening</u> .
⑪	<input type="checkbox"/>	Receive a letter or phone call informing you of when and where to report for your Physical Agility Test. The test is typically performed at the Rizzo Rink, Front & Washington Avenues.
⑫	<input type="checkbox"/>	Report for your <u>Physical Agility Test</u> .
⑬	<input type="checkbox"/>	Receive a letter from Central Personnel informing you of when and where to report for the administration of the Nelson-Denny Reading Examination. This exam is typically administered at the Municipal Services Building, 1401 JFK Boulevard.
⑭	<input type="checkbox"/>	Report for and take the <u>Nelson-Denny Reading Examination</u>
⑮	<input type="checkbox"/>	Receive a letter from City of Philadelphia Personnel Department scheduling you for the Minnesota Multiphasic Personality Inventory-2™. This exam is typically administered at the Municipal Services Building, 1401 JFK Boulevard.
⑯	<input type="checkbox"/>	Report for and take the <u>Minnesota Multiphasic Personality Inventory-2™</u> .
⑰	<input type="checkbox"/>	Wait for a letter from City of Philadelphia Personnel Department scheduling you for the 1-Hour Psychological Examination Interview.
⑱	<input type="checkbox"/>	Report for the <u>1-Hour Psychological Examination Interview</u> .
⑲	<input type="checkbox"/>	Await letter with date to report to the Philadelphia Police Academy to begin your career as a Philadelphia Police Officer!