*In an effort to keep our job announcements consistent and organized for candidates, we have developed a template for job announcements on PoliceApp.com. Please follow the below template to organize the information related to your job announcement. If any sections do not apply to your job posting, feel free to leave them blank.*

[CITY] Police Officer, [JOB TYPE]

**[PROVIDE PHOTO]**

## [CITY] POLICE DEPARTMENT IS NOW ACCEPTING APPLICATIONS FOR

### [JOB TYPE] POLICE OFFICERS

**[SPECIAL MENTIONS, SUCH AS EXCEPTIONAL REQUIREMENTS, APPLICANT RESTRICTIONS, ETC. THAT SHOULD BE MENTIONED FIRST]**

GENERAL DUTIES

**Could be included in an attached job description or on the website.**

**Examples of details to include (if applicable):**

* **Essential job functions**

SALARY

**Examples of details to include (if applicable):**

* **Salary earned while attending academy**
* **Salary earned after successful academy completion**

ABOUT [CITY] POLICE DEPARTMENT (and/or) [CITY]

**Examples of details to include (if applicable):**

* **What is the city’s population?**
* **How many officers are you hiring?**
* **What is a typical year’s call volume?**
* **Describe the city and its offerings.**
* **List any department-specific facts that would be of interest to candidates.**

### MINIMUM QUALIFICATIONS

**Examples of details to include (if applicable):**

* **Citizenship status**
* **Age requirement**
* **Education level**
* **Necessary law enforcement or military experience requirement**
* **Character requirements**
* **Physical requirements**

### TESTING REQUIREMENTS

**Examples of details to include (if applicable):**

* **Minimum passing scores for required exams**

### HIRING PROCESS

**Examples of details to include (if applicable):**

* **Types of exams**
* **Types of interviews**
* **Background investigation**
* **Drug testing**
* **Academy training**

HOW TO APPLY

**For departments who are accepting applications outside of PoliceApp.com and are solely using PoliceApp.com for advertising purposes at this time.**

**Examples of details to include (if applicable):**

* **Where to apply**
* **Application fee**