



Polk State College
Kenneth C. Thompson Institute of Public Safety
Current Selection Center Process-Law Enforcement

1. Candidates must register and pay to take the Criminal Justice Basic Abilities Test (CJBAT).
2. Upon passing the CJBAT, the candidate must obtain a pre-screening application.
3. The candidate shall complete the pre-screening application and submit it to the Selection Center Coordinator.
4. The Selection Center Coordinator will assemble the pre-screening application, CJBAT results, along with a CCIS local records inquiry to initiate the candidate's file.
5. The Selection Center Coordinator will schedule the candidate for an interview.
6. Provided no Academy disqualifier exists, and the candidate is approved by the Selection Center Coordinator, then a full application shall be provided to the candidate.
7. The candidate shall return the completed application and all supporting documentation, to include receipt for the screening fee, to the Selection Center Coordinator.
8. The completed application and supporting documents shall be reviewed by the Selection Center Coordinator for approval.
9. The Selection Center Coordinator will provide an approved candidate the information for a polygraph examination from the designated provider. This shall include a polygraph examination fee form to be submitted, along with payment, to the PSC Cashier. The candidate will provide the payment receipt to the polygraph examiner at the candidate's scheduled appointment.
10. The Selection Center Coordinator will notify the candidate after receiving and reviewing the report from the polygraph examiner. Only those candidates who successfully pass the polygraph exam will continue in the process.
11. The Selection Center Coordinator will direct the candidate to the designated clinic for a drug screen and medical examination. The Selection Center Coordinator will provide the candidate the required FDLE medical forms to be delivered to the clinic staff. The candidate must schedule an appointment with the clinic. Fees for the medical examination and drug screen will be paid by the candidate at the medical facility.

12. The Selection Center Coordinator will notify the candidate after receiving and reviewing the report from the medical examination and drug screen. Only those candidates who successfully pass the medical examination and drug screen may continue.
13. The Selection Center Coordinator will direct the candidate to an authorized location for fingerprinting. Fees for the fingerprinting shall be paid by the candidate in the manner designated by the authorized vendor.
14. The Selection Center Coordinator will notify the candidate after receiving and reviewing the fingerprint results from the FDLE/FBI. Only those candidates who successfully pass the fingerprint screening may be considered for admission to the academy.

Questions: Contact Mr. Thomas Holland, Selection Center Coordinator, at 863.669.2914 or THolland@polk.edu

/thh

Revised: 10/31/17