

Where do I submit an [application](#) to take the Police Officer's exam?

If you are interested in a career with the Oxford Police Department, please submit your completed [application](#) with any required attachments to the City of Oxford Civil Service Board Located at 600 Stanley Merrill Drive, Oxford, Alabama 36203, 256-831-3730. You will be informed of the next Civil Service Exam. You may "[Click Here](#)" to open and print the application. *Adobe Acrobat is required to fill the application. ([download PDF Reader](#)).*

Will traffic tickets keep me from becoming a Police Officer?

Generally no. Minor traffic citations will not usually hurt your chances of becoming a Police Officer. They do not help though, so try and keep them to a minimum.

What about felony convictions?

You cannot become a Police Officer if you are a convicted felon. Some serious misdemeanors crimes can also bar you from being hired.

What happens once I pass the Police Officer's exam?

Your name will be placed on a list of eligible candidates. The list is ordered by score. Highest score is at the top. Try and get as high a score as possible. The Chief of Police will evaluate the candidates based upon their spot on the list. Highest score first.

Will I be called in for an interview?

Possibly. The Chief of Police determines who will be interviewed in person. Factors such as the results of your background investigation play a part in this decision.

Tips for the interview

Get proper rest. Get a good night's sleep and arrive early. This will allow you time to reduce your stress and allow for traffic or parking delays. Dress professionally. Your oral interview is a professional job interview and you should treat it as such. Dress in a conservative manner: Males/Females: business suit. Hairstyles should be neat and conservative. Shine your shoes. Don't wear cologne or perfume. Good personal hygiene is a must.

Be honest! Honesty and integrity are the cornerstones to becoming a police officer. Sell yourself. Remember that the interviewers are also police officers, sergeants, lieutenants, or captains and they are listening intently to your responses. You are going to potentially be their co-worker and they are looking for the best candidate. They are listening to what you have to offer the department and the citizens of their city. Be enthusiastic, but be sincere. Be confident in your capabilities and show that you are interested in joining the department.

Your experiences are important. Don't short sell your previous achievements. Tell them (when applicable) of your experiences with volunteer work, military service, playing on a team (sports or other function that shows teamwork), any ride-alongs with officers you attended, or anything you have done to contribute to the community.

Act professionally. Do not smoke cigarettes prior to the interview, or chew gum during the interview. Look your interviewer in the eyes, but don't overly stare at one another.

Be assertive and confident. When you first meet your interviewers, give each one a firm handshake and refer to them by rank and name. (Ex: Officer Smith, Lieutenant Sweeney, Captain Daniels, etc.)

Focus on the interview. Listen to the questions that you are being asked. It is acceptable to ask clarifying questions if you are unsure of what is being asked, or ask that the question to be repeated. There will be scenario questions that will ask how you will react in certain situations.

Finish strong. Have a closing statement to finish the interview. This would be a time to reiterate what makes you a desirable employee to the department. Stress the positive aspects of what you can bring to the department.

Don't worry excessively. It is normal to feel nervous, especially if this is your first oral board interview. Preparing your closing statement, knowing the specifics of the job, and researching the department will decrease your nervousness.

What will happen after the interview?

The Chief of Police will make a determination on whether to hire you or not.

What happens if I am hired?

You will be given a offer of employment. If accepted, you will be told what date to start and any other information you may need in relation to your employment.

If you are not Alabama Peace Officers Standards and Training (APOST) certified, you will be sent to the police academy on a later date. Usually within 6 months.

Do I have to pay for the police academy?

No. During the police academy, you will be a full time employee of the City of Oxford. You will receive full time pay.

What is the police academy like?

The police academy is a 12 week, military style, training period where you will learn the basics of police work. Be prepared, both physically and mentally.

What are the physical requirements of the police academy?

You must be able to do:

22 Push-Ups in 1 Minute

25 Sit-Ups in 1 Minute

a 1.5 Mile run in 15 minutes and 28 seconds

Complete the APOSTC specified physical agility course within 90 seconds

What are the graduation requirements of the police academy?

An overall score of not less than 70% on written exams.

Pass the first aid exam with a score of not less than 70%.

Pass the legal issues exam with a score of not less than 70%.

Pass the physical agility/ability test.

A score of at least 70% on the firearms course.

Students shall not be absent more than 5% of the required training hours.

The trainee. . .shall comply with all rules and regulations promulgated by the approved academy.

What will I do once I graduate the police academy?

You will be assigned to a training Officer for a minimum of 4 weeks. This time can be lengthened by your supervisor or the Chief of Police depending on how well you are mastering the training program. Once the training program is complete, you will be on a probationary status for one year.

What will I be doing as a Police Officer?

Typical tasks include but not limited to:

Under general supervision, patrols an assigned area in radio car, or on foot

Answers calls for protection of life and property in the enforcement of City, and State laws

As assigned, conducts preliminary or follow-up investigations on prowlers, burglaries, thefts, robberies, accidents, deaths, and other disturbances

Identifies problems or issues that are important to the community, and seeks resolution of such problems through the resources of the Police Department, other City Departments, and/or other governmental or private agencies

Directs traffic, including regulations of vehicle flow at times of emergency or congestion

Stops drivers who are operating vehicles in violation of laws

Warns drivers against unlawful practices, and issues citations and makes arrests as required

Books, searches, and questions prisoners

Collects and presents evidence, and testifies at hearings and in court in connection with criminal prosecutions

Serves warrants and subpoenas

Prepares reports of arrests made, investigations conducted, and illegal incidents observed

Patrols business districts at night, and checks doors and windows of business firms

Gives information and directions to the public

May occasionally assist in maintaining police records, and may operate headquarters radio-telephone equipment

Escorts prisoners to courts, county jail, juvenile detention, or from other jurisdictions

Operates radio-telephone

Performs related work as required

I want to be a crime scene investigator. Can I start out as an investigator?

No. All Officers start out as patrol Officers.