

Police Officer

LEGISLATIVE BRANCH

U.S. Capitol Police

Open & closing dates

🕒 12/02/2020 to 12/31/2020

Pay scale & grade

LP 1

Appointment type

Permanent

Service

Excepted

Salary

\$64,173 to \$64,173 per year

Work schedule

Full-Time

Locations

many vacancies in the following location:

Washington, DC**Relocation expenses reimbursed**

No

Telework eligible

No

This job is open to

**The public**

U.S. citizens, nationals or those who owe allegiance to the U.S.

Clarification from the agency

United States Citizens who are at least 20 years and 6 months. This position requires a USCP full field background investigation. This vacancy announcement is open continuously for the month. Applications will be considered in the order of receipt.

Announcement number

USCP-21-10963339-LS

Control number

586003800

Duties

Summary

The United States Capitol Police (USCP) is a CALEA nationally-accredited, federal law enforcement agency. The USCP safeguards the U.S. Congress, the legislative process, Members of Congress, employees, visitors, and facilities from crime, disruption, or terrorism. The USCP protects and secures Congress so it can fulfill its constitutional and legislative responsibilities in a safe, secure, and open environment.

Responsibilities

A **United States Capitol Police Officer LP-0083** performs a full range of police duties and responsibilities:

- Enforces Federal and District of Columbia laws and regulations, and enforces USCP rules and regulations relating to law enforcement.
- Physically protects the U.S. Capitol complex (buildings and grounds), Members of Congress, visitors, and staff from threats of crime and disruption; preserves law and order; and serves as a deterrent to crime and other violations of laws, rules, and regulations.
- Takes charge of accidents and crime scenes, restricting access to crime scenes; observes, stops, and questions suspicious persons.
- Prepares reports and testifies in court.
- Performs protective services, safeguards Federally-owned buildings and property, and protects government equipment and property.
- Upon successfully completing training and a probationary period, time-in-grade requirements and all experience requirements, future competitive promotions are available to advance to other duties-a higher rank or an officer assignment within a specialized area. USCP specialized areas include, e.g., Special Operations Division, Canine Explosives Detection Team, Containment Emergency Response Team, Dignitary Protection Division, Intelligence Section, Criminal Investigations Section, Threat Assessment Section, and Hazardous Incident Response Division.

Travel Required

Not required

Supervisory status

No

Promotion Potential

3

Job family (Series)

[0083 Police](#)

[.https://www.usajobs.gov/Search/Results?j=0083](https://www.usajobs.gov/Search/Results?j=0083)

Requirements

Conditions Of Employment

Online Application and Questionnaire

Your completed application and required documents must be submitted by the closing date of this Vacancy Announcement to receive further consideration.

Your online application and answers to the attached assessment questionnaire will be reviewed and evaluated. As a result of this initial review, qualified applicants will be required to submit additional biographical information and supporting documents. A list of these documents will be provided to you during the selection process.

Further Evaluation of Qualified Candidates

Pre-Employment Screening

Candidates will be required to submit an Authorization for Release form and additional information via a Personal History Statement (PHS). The information provided, along with a review of a candidate's credit, criminal history, and their driving record, will be reviewed.

The Peace Officer Background Investigation Tracking System (POBITS) is an automated system used by investigators to efficiently manage background investigations. Candidates will receive an e-mail from the POBITS system, where they will be instructed to provide their Personal History Statement (PHS).

Qualifications

Initial Assessment Phase

Following the pre-employment screening, candidates may be invited to participate in the Initial Assessment Phase of the USCP hiring process, all facets of which will be conducted virtually at a location of their choice. This phase consists of an Orientation, Police Officer Selection Test (POST), and Pre-Employment Interview. The Initial Assessment Phase measures a candidate's initial suitability for the position of Police Officer. It also provides the applicant with an overview of the USCP and its hiring process. The Initial Assessment Phase consists of three components:

- **Orientation Session** - An overview of the USCP mission, hiring process, training, and employment opportunities.
- **Written Exam** - The Police Officer Selection Test (POST) will test the candidate's knowledge of basic math, reading, and grammar. A passing score of at least 70% (seventy percent) must be obtained in each section.
- **Pre-Employment Interview** - A personal interview will be conducted to review, confirm, and clarify all submitted information to determine each candidate's suitability for the position of Police Officer.

The Orientation, POST, and Pre-Employment Interview will require candidates to use a video conferencing system.

Note: *All online portions of the hiring process require the use of a desktop or laptop computer. The use of cell phones and tablets will NOT be allowed for video conferencing. It is highly recommended that all candidates become familiar with the use of their computer's webcam and microphone.*

Applicants who successfully complete the Initial Assessment Phase will be issued a Conditional Offer of Employment and will enter the Examination Phase of the hiring process.

Examination Phase

The Examination Phase consists of psychological, medical, and polygraph examinations, as well as the Physical Readiness Test (PRT) and Oral Board. The psychological exam will occur online and require the use of a desktop or laptop computer, camera, and microphone. Following the psychological exam, all efforts will be made to schedule the medical, polygraph, and PRT consecutively and concisely in Washington, D.C. This will be a candidate's first required visit to our nation's capital during this process

- **Psychological** - Candidates complete a battery of psychological assessments and a clinical interview. The psychological examination will last approximately four to six hours. Candidates are encouraged to be well-rested and eat prior to the examination.
- **Medical** - The medical examination will determine if a candidate is medically qualified to perform the functional requirements of the job. Candidates will be required to fast (abstain from food) prior to the medical examination.
- **Polygraph** - The polygraph examination is used to confirm information obtained through the selection process.
- **Physical Readiness Test (PRT)** - The PRT consists of three events: a timed 300-meter run, push-up test, and a 1.5-mile run. These events are scored as pass/fail and the minimum requirements are based on a candidate's gender identity and age.
- **Oral Board** - Candidates will be invited to participate in a behavioral-based interview before a panel of USCP supervisors. Candidates preparing for the interview should draw on previous work-related and life experiences that are relevant to the questions. Interviews are held utilizing an online video conferencing system that will require the use of a desktop or laptop computer, camera, and microphone. Candidates will not be required to travel to Washington, D.C. for this portion of the process.

Background Investigation

The final phase of the selection process requires candidates to undergo a full background investigation that will include a thorough review and verification of the candidate's employment history, employer, residential, and personal references, in depth criminal and credit history, and academic records.

Must be a United States citizen.

Must meet position age requirements.

Must possess and maintain a valid U.S. driver's license.
Must show evidence of responsible driving in the last three years.
Male applicants must be registered for Selective Service.
Travel for hiring assessments and training is at applicant's expense.
Must successfully complete a full field background investigation.
Polygraph, medical assessment, criminal, credit, and tax check required.
Must successfully complete all required training.
Must successfully complete a probationary period.

Candidates must meet the following requirements to be minimally qualified for this position:

U.S. Citizenship -- Only United States Citizens will receive consideration. Qualified applicants will be required to provide proof of citizenship early in the selection process. Naturalized citizens must be able to participate and complete a holistic and verifiable background investigation of their personal and professional background.

Age Requirements -- Applicants must be at least 21 years old at time of appointment and not older than 37.

- Sworn officer positions with the USCP are subject to the mandatory retirement provisions of the Capitol Police Retirement Act which require officers to separate/retire from the USCP by age 57.
- As a result of the mandatory retirement requirement, you may be older than age 37 only if you are currently serving in-or you previously served in-a Federal civilian law enforcement position that is subject to the mandatory retirement (by age 57) rules AND the years of law enforcement you already served PLUS the prospective/expected years of USCP law enforcement service will allow you to accumulate at least 20 years of combined total Federal law enforcement service by age 57.

Education -- High School diploma or GED certificate is required.

Valid Driver's License -- Applicants must possess a valid U.S. driver's license that has not been revoked or under suspension for the past three (3) years.

Criminal History Check -- Must successfully pass a comprehensive criminal history check of the past 10 years.

- A criminal history check will be performed on all qualified applicants.
- USCP Police Officers are required to possess a firearm and ammunition. Applicants who have been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition and are ineligible for the position.

Credit Check -- Must successfully pass a credit check. Applicants must not be in default or delinquent on any Federal guaranteed student loans.

Selective Service Registration -- Male applicants must provide verification of registration with the Selective Service System or must verify exemption from the Selective Service System registration because of age or military status. Female applicants are exempt from Selective Service System registration. <https://www.sss.gov/Registration/check-a-Registration/Verification-Form> (<https://www.sss.gov/Registration/check-a-Registration/Verification-Form>).

Fingerprint Check -- Applicants' fingerprints will be submitted to the Federal Bureau of Investigation (FBI) for a check of the criminal history record.

Background Investigation -- Must successfully complete all components of the USCP full field background investigation.

- There are few automatic grounds for rejection in the USCP background investigation process. Issues of misconduct, such as illegal drug use, arrests, or convictions may not be automatically disqualifying. However, deliberate misstatements, omissions, or intentionally withholding required information at any phase of the hiring process will result in a candidate's disqualification regardless of the nature or reason for the misstatement or omission. The primary reason candidates fail a background investigation is due to deliberately withholding or omitting material facts. Providing false and/or misleading information may be grounds for removal from the application and selection process.

Education

Additional information

Benefits Highlights

The USCP offers a competitive starting salary of \$64,173.00

Our comprehensive benefits package includes health insurance, dental insurance, vision care, life and long-term care insurance, Thrift Savings Plan, flexible spending accounts, and an employee assistance program.

USCP employees are covered under the law enforcement provisions of the Federal Employees Retirement System.

Student Loan Repayment Program Incentive up to \$10,000 and is subject to budget availability.

Upon receipt of proper certification, sick leave balances will be transferred from other branches of the Federal Government.

While previous creditable Federal service is used to determine the appropriate leave category, annual leave balances are transferable only from other Legislative Branch organizations.

Transit subsidy benefits for your commuting costs may be provided to you as a tax-free benefit.

USCP has several on-site state of the art fitness centers with access to personal trainer consultants and locker room facilities.

EQUAL OPPORTUNITY EMPLOYER: The USCP is an equal opportunity employer in accordance with applicable federal laws, rules, and regulations.

FAIR LABOR STANDARDS ACT: This position is non-exempt from the Fair Labor Standards Act provisions.

How You Will Be Evaluated

Post-Assessment Center Evaluation

Applicants who successfully complete all components of the Assessment Center may be scheduled for additional pre-employment testing in the Washington, D.C. area. The additional evaluation consists of the following:

- Full Field Background Investigation
- Medical Examination
- Polygraph Examination
- Psychological Examination
- Oral Board Interview

Failure to successfully pass a full field background investigation and all segments of the pre-employment evaluation process will result in disqualification from further consideration under this Vacancy Announcement.

Basic Training

Qualified candidates selected for employment (after the previous testing and assessment) must successfully complete approximately 6 months of paid training. Candidates must successfully complete each phase of basic training to proceed to the next phase, as follows:

Phase 1: Two weeks of preliminary training and orientation conducted at the USCP Training Academy located in Cheltenham, Maryland.

Phase 2: Approximately 12 weeks of Uniformed Police Training (UPT) at the Federal Law Enforcement Training Centers (FLETC) located in Glynco, Georgia.

Phase 3: Approximately 12 weeks of training specific to the USCP at the USCP Academy located in Cheltenham, Maryland.

Phase 4: An additional 8 weeks of training in the USCP Police Training Officer Program, Washington, D.C.

Travel is required to attend training at applicant's expense to Cheltenham, Maryland, Washington, D.C., and at the Federal Law Enforcement Training Centers (FLETC) in Glynco, GA.

Additional Job Requirements

Driving Proficiency -- Must be a proficient driver, able to operate a motor vehicle at high speeds, through an obstacle course, in inclement weather, and at times of darkness.

Firearm Proficiency -- A USCP Police Officer must be willing to carry and maintain proficiency in the use of a firearm. Training will be provided as part of the mandatory basic training for police officers.

Uniform and Grooming Standards -- A USCP Police Officer will be required to wear a USCP-issued uniform while in duty status. Males must be clean shaven. Hair of male and female officers must be neatly groomed and worn off the uniform collar and tucked under the USCP-issued uniform hat.

Shift Work - The USCP operates 7 days per week and 24 hours per day. A Police Officer will be required to work any assigned shift.

Duty hours are subject to change to accommodate the needs of the Department; additional duty may be required. Applicants must be willing and able to work nights, weekends, and holidays.

Probationary Period - This appointment requires the employee to complete a one-year probationary period. The one-year probationary period begins after completing the mandatory basic training described in this Vacancy Announcement. During the probationary period, the employee's conduct and performance will be monitored to determine if the employee will be retained.

Employment Disqualifiers

There are specific situations that automatically disqualify applicants for USCP employment. Some of the automatic disqualifiers include, but are not limited to:

- Conviction of a felony
- Conviction of domestic violence
- Conviction of a DUI/DWI
- Use of illegal drugs in violation of the United States Capitol Police suitability standards
- Less than Honorable military discharge
- Intentionally falsifying an application or providing false or intentionally misleading information at any stage of the selection process

Background checks and security clearance

Security clearance

Not Required

(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>).

Drug test required

Yes

Required Documents

Resume

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education](http://www.ed.gov/admins/finaid/accred/) (<http://www.ed.gov/admins/finaid/accred/>).

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Benefits

<https://www.opm.gov/healthcare-insurance/healthcare/plan-information/summary-of-benefits/>

How to Apply

The complete application package must be submitted by 11:59 PM (EST) on 12/31/2020 to receive consideration.

1. To begin, click Apply Online to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire. (Preview Questionnaire here: <https://apply.usastaffing.gov/ViewQuestionnaire/10963339> (<https://apply.usastaffing.gov/ViewQuestionnaire/10963339>).

)

2. Click the Submit My Answers button to submit your application package.

3. It is your responsibility to ensure your responses and appropriate documentation are submitted prior to the closing date.

4. To verify that your application is complete, log into your USAJOBS account, <https://my.usajobs.gov/Account/Login>, select the Application Status link and then select the "More Information" link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the Department has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.

5. To return to an incomplete application, log into your USAJOBS account and click "Update Application" in the Vacancy Announcement. You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.

6. Failure to provide all required documents and information requested by the closing date of this announcement may result in your application not being considered.

The complete application package must be submitted by 11:59 PM (EST) on 12/31/2020 to receive consideration.

Agency contact information

Police Officer Recruitment

Phone

[\(202\) 593-3370](tel:(202)593-3370)
(tel:(202)593-3370)

Email

policeofficerrecruitment@uscg.gov
(mailto:policeofficerrecruitment@uscg.gov)

[Learn more about this agency.](#)
(#agency-modal-trigger)

Address

OCAO-HCSD
119 D Street NE
Washington, DC 20510
US

We protect the legislative process, the symbol of our democracy, the U.S. Capitol, the people who carry out the legislative process, and the millions of visitors who travel here to see democracy in action. Every American who visits the Capitol-as well as visitors from around the world-become part of our protected community. They see the USCP first-hand as the best of America's spirit and diversity.

As a Department, we are a microcosm of America, representing many races, colors, religions, national origins, political affiliations, sexual orientations, and ages. Our workforce is comprised of employees from nearly all 50 states and the U.S. territories. We embrace and celebrate a diverse workforce, believing that inclusiveness makes our workplace stronger. The USCP respects each individual as a person and as a professional.

The USCP acts on the world stage every day as a model in security, urban crime prevention, dignitary protection, specialty response capability, and homeland security. We are often the first face that visitors and employees encounter, and we leave a lasting impression that reflects the Legislative Branch and its role in America's democracy.

Visit our careers page

Learn more about what it's like to work at U.S. Capitol Police, what the agency does, and about the types of careers this agency offers.

<http://www.uscp.gov/>
(http://www.uscp.gov)

Next steps

Your application will be considered in the order of receipt.

Your online application will be reviewed and a determination will be made as to whether you will be considered for employment.

A notification of your application status will be sent to you via email.

If considered, respond and provide all requested documents and information in a timely manner.

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](https://www.eeoc.gov/federal/fed_employees/index.cfm)
(https://www.eeoc.gov/federal/fed_employees/index.cfm).

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about [disability employment and reasonable accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)
or [how to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/).
(<https://www.usajobs.gov/Help/how-to/application/agency/contact/>).

Legal and regulatory guidance

[Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>).

[Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>).

[Privacy Act](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>).

[Signature & False statements](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>).

[Selective Service](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>).

[New employee probationary period](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)
(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>).