



ST. LOUIS COUNTY POLICE DEPARTMENT
"The Best Place for the Best People to Work"
PUBLIC SAFETY DISPATCHER

STARTING: \$32,680
HOURLY (START): \$15.71
ENDING: \$52,300

Salary includes 10% shift differential.

MINIMUM QUALIFICATIONS

CITIZENSHIP: Citizen of the United States or valid work permit, and apply for citizenship when eligible.

AGE LIMITS: Eighteen (18) years of age at the time of appointment.

EDUCATION: Educational requirements and skills will be determined by the position classification.

ARREST: Must be free from conviction of a felony or a Class "A" misdemeanor.

DRIVER'S LICENSE: Must possess a valid state operator's license by date of employment and have five (5) or less points charged against his/her driving record at time of application, if applicable to the position.

MILITARY: Must have an "**Honorable**" discharge, or a discharge "**Under Honorable Conditions**" from military service, if applicable.

COMPETITIVE SELECTION PROCESS

Under the regulations of the Police Department, all appointments to the St. Louis County Police Department are made on the basis of a continuously open, competitive hiring process conducted under the supervision of the Personnel Services Unit. Applications are welcomed and accepted at any time during normal business hours, usually 8:00 AM to 4:30 PM, Monday through Friday. Each applicant must successfully complete each stage of the selection process before becoming eligible to proceed to the next step. The selection steps, in their order, take up to six months to complete:

PERSONAL HISTORY QUESTIONNAIRE: The Personal History Questionnaire must be completed in detail by the applicant and returned to the Personnel Services Unit before the applicant may proceed further in the selection process.

CLERICAL EXAMINATION: This position requires the ability to type 35 words per minute with no more than five (5) errors. A typing test is administered.

OBSERVATION OF WORK UNIT: Applicants may be required to observe the work environment of current employees for a short period of time, typically two to four hours.

SELECTED TESTING: A video, audio, written examination specific to the position will be administered.

PRE-EMPLOYMENT REVIEW BOARD: The Board shall attempt to seek out individuals whose motivation and suitability for the position best meet the needs of the Department.

BACKGROUND INVESTIGATION: A thorough background investigation will be conducted on all applicants to determine past employment record, personal references, neighborhood reputation, police record check and credit rating.

FINAL REVIEW: The Director, Bureau of Staff Services and the Commanding Officer, Division of Operational Support, will review the application and supporting documentation and forward their recommendations to the Chief of Police for approval or disapproval of the applicant.

CHIEF'S REVIEW: The Chief of Police, upon approval of the candidate, will offer the applicant a conditional offer of employment pending results of the physical health and psychological examinations.

REAPPLICATION AND RETESTING: In the event an applicant is eliminated during any step of the process, reapplication may not be made for six months unless circumstances indicate that an earlier review may be warranted.

PHYSICAL HEALTH AND PSYCHOLOGICAL EXAMINATIONS: Each applicant will be required to meet the medical standards as approved by the Department and agreed to by the contract physician. Additionally, a psychological exam will be used to determine the applicant's suitability for the position. If the contract physician or psychologist does not recommend the applicant due to not being able to perform the essential job functions or meet the psychological standards of the position, the Chief of Police may rescind the conditional offer of employment.

APPOINTMENT BY THE CHIEF OF POLICE: All appointments to civilian positions will be made by the Chief of Police.

PROBATIONARY PERIOD: There is a probationary period of 12 months for new employees. During this period, probationary employees must demonstrate their ability and willingness to perform staff support.

AN EQUAL OPPORTUNITY EMPLOYER/MALE/FEMALE