



## Police Dispatcher Recruitment Process

### Step 1

Testing Phase – Even when the City of Pickerington is not actively recruiting police dispatchers to fill vacancies, pre-requisite police dispatcher testing is routinely and continuously offered through the National Testing Network (NTN). Successful completion of these entry-level tests is the mandatory first step in the Pickerington recruitment process.

Recruitment requirements:

1. Your Emergency Communications exam must be completed through the National Testing Network (NTN).
2. You must designate the City of Pickerington as a reporting agency for test scores.
3. You must be able to speak, read, and write the English language.
4. You must be able to hear.
5. You must be able to type at least 45 words per minute.
6. Candidates who do not meet the minimum requirements will not be considered.

\*Further requirements are contained within the job description

### Step 2

Position Vacancy Announcement – The City of Pickerington announces it is actively recruiting police dispatcher candidates. Interested candidates will be given a recruitment deadline to submit for testing through the NTN. All candidates who have successfully completed Testing through NTN within 12 months from the recruitment date and who have named the City of Pickerington as a reporting agency will be considered.

The City of Pickerington is an equal opportunity employer. No personnel decisions concerning any term or condition of employment shall be unlawfully based upon race, color, ancestry, religion, sex, national origin, age, military or veteran status, disability, pregnancy, sexual identity or orientation, transgender status, genetic information, marital status, or any other status protected by federal, state, or local law or regulation.

To progress to Step 3, the candidate must successfully complete Step 2.

### Step 3

Candidate Selection – The top ten ranked candidates from the NTN testing pool will be selected to continue in the recruitment process, provided they:

- Identify the City of Pickerington as a reporting agency when they test for the Emergency Communications exam through National Testing Network.
- Successfully complete all portions of the written exam.
- Have taken the exam within one year of the recruitment deadline date.

Candidates must successfully complete Step 3 before progressing to Step 4 in this process.

#### Step 4

Oral Review Board – Candidates who pass Step 3 of the hiring process will be invited to an Oral Review Board. This will be a panel of three to four professionals from the Pickerington Police and Human Resources departments.

To be admitted to the Oral Review Board, a candidate must produce a copy of both:

- Valid Driver's License (photocopy)
- High School Diploma or GED (photocopy)

Oral Review Board members will question the candidate in practical and/or probable situations. Candidates who pass this step will have their written and oral board scores averaged and be re-ranked on the basis of their weighted scores. The top 5 candidates will proceed to the background investigation, and the remaining candidates will be held in abeyance.

In order to progress to Step 5, the candidate must successfully complete Step 4.

#### Step 5

Personal History Questionnaire - The top 5 candidates from Step 5 will receive a Personal History Questionnaire. The Personal History Questionnaire must be completed and submitted by an assigned date. Failure to fully complete the Personal History Questionnaire or submit it by the assigned deadline will result in the candidate's disqualification from the hiring process.

Background Investigation - A thorough investigation of your background and history will be conducted to determine your suitability for employment. Police officers will conduct interviews with, and not limited to, family members, friends, neighbors, present and past employers, school officials, physicians, and law enforcement agencies.

In order to progress to Step 6, the candidate must successfully complete Step 5.

#### Step 6

Chief Interview - The Chief of Police will interview and consider the three (3) highest-ranking candidates of those who successfully complete the background process\* and will select one of those three (3) candidates. If multiple vacancies exist, the Chief of Police will interview the required number of candidates necessary to fill the multiple vacancies and consider said number of candidates for selection in a manner consistent with the following illustration:

Candidates 1, 2, and 3 from the eligibility list are considered for the first vacant position; candidate 2 is selected for said vacant position; candidate 1, 3, and 4 are then considered for the second vacant position; candidate 1 is selected for said vacant position; candidates 3, 4, and 5 are then considered for the third vacant position; candidate 5 is selected.

\*Note: In the event a vacancy becomes available when fewer than 3 candidates remain on the eligibility list, a new recruitment and selection process will be initiated.

#### Step 7

Conditional Offer of Employment - Candidates selected for available vacancies in accordance with the procedures identified in this document will be extended a conditional offer of employment and, at that time, be advised that they will be appointed based on the condition that they pass a physical examination and drug test.

### Step 8

Medical Examination & Drug Screen - A licensed physician will conduct a complete medical examination to determine fitness to perform the essential job functions for the desired position.

### Step 9

Appointment - Candidates who successfully complete all phases of the hiring process may be appointed as a Pickerington Police Dispatcher. Candidates who successfully progress through the process will be notified by email of future testing or reporting dates and times. Candidates who fail to successfully complete a phase of the process will be notified by mail and email of their disqualification.