

Frederick Police Department Hiring & Selection Process – Police Dispatcher Applicants

The Frederick Police Department’s dispatcher Hiring and Selection Process is comprised of the following steps. Applicants must successfully complete each step in order to remain eligible to continue in the process.

Scroll down the document to view details about each step.

[Step 1 – Application and pre-screening](#)

[Step 2 – Personal History Questionnaire \(PHQ\)](#)

[Step 3 – Practical Exercise Testing](#)

[Step 4 – Background Investigation](#)

[Step 5 – Polygraph Examination](#)

[Step 6 – Panel Interview](#)

[Step 7 – Selection Committee Review](#)

[Step 8 – Final Selection by the Chief of Police](#)

[Step 9 – Medical Examination and Drug Screening](#)

Step 1	Application and pre-screening	<ol style="list-style-type: none"> 1. Anyone seeking employment with the Department as a dispatcher must complete and submit an application for employment via the website. 2. Once we receive an application we will be screened for minimum qualifications and disqualifiers. 3. The applicant will then be scheduled for a practical exercise test. You will also be sent instructions on how to download and complete the Personal History Questionnaire.
Step 2	Personal History Questionnaire	<ol style="list-style-type: none"> 1. The Department uses Background Solutions Background Assistant software to automate the PHQ. 2. Applicants will access the software online to complete their PHQ. 3. Applicants will be given sufficient time to complete the PHQ prior to their practical exercise test date.

Step 3	Practical Exercise	<ol style="list-style-type: none"> 1. There are 14 sections to the test with a 2 hour total time limit. 2. Every section has a practice question that does not count against your score or time limit. 3. Each section tests different skills such as multi-tasking, typing speed, map reading, decision making, memory recall, etc... 4. You cannot write anything down during the test
Step 4	Background Investigation	<p>The background investigation involves several steps to include:</p> <ol style="list-style-type: none"> 1. Complete review of the Personal History Questionnaire (PHQ) 2. Meeting with the background investigator for a one on one interview and any necessary follow up interviews 3. Providing required document to the investigator for authentication and verification
Step 5	Polygraph Examination	Candidates in the background stage of the selection process are required to submit to a polygraph examination.
Step 6	Panel Interview	The interview panel is comprised of three Department members of various ranks. Candidates will be asked a series of questions during the interview that are designed to illicit responses that will help us determine the candidate's suitability for a position with the Department. The panel will score each interview and will make a recommendation as to whether or not the candidate should advance to the next stage of the selection process.
Step 7	Selection Committee Review	Once all the above steps are completed, the Department's Selection Committee will review the file of each candidate remaining in the selection process. Each member of the Selection Committee will make a recommendation to either hire the candidate or not hire the candidate.
Step 8	Final Selection by the Chief of Police	The Chief of Police will review the recommendation and will select candidates to hire.
Step 9	Medical Examination and Drug Screening	The medical examination and drug screening are completed in two steps. More information will be provided to candidates who advance to the stage of the selection process.