

# **CHARTER TOWNSHIP OF WEST BLOOMFIELD**

## **DISPATCHER HIRING POLICY**

### **Sec. 1. Minimum Employment Standards for Dispatchers.**

No person shall be employed as a dispatcher in the police department unless he/she meets the following minimum employment standards for public safety dispatchers:

- (a) Must be able to lawfully work in the United States during any time employed by the Township.
- (b) Must be at least eighteen (18) years old.
- (c) Education Requirements: Graduation from high school or the equivalent. "Equivalent" is defined as having attained a passing score on the General Education Development test.
- (e) Fingerprinting of applicants with a search of local, state and national fingerprint files to disclose any criminal record.
- (f) Must not have been convicted of a felony offense.
- (g) Must be eligible to become LEIN certified.
- (h) Shall possess a good moral character, as determined by the Chief of Police from a favorable report based on a comprehensive background investigation covering school and employment records, home environment, and personal traits and integrity. Consideration will be given to any and all violations, including traffic and criminal law convictions, as indicating a lack of good character. Each applicant or member of the police department shall possess a good driving record, indicating a respect for traffic laws and good driving habits, and the record must be deemed acceptable for the police department by the Chief of Police.
- (i) Possess a valid Michigan state motor vehicle operator's or chauffeur's license.
- (j) Must successfully pass a written examination administered by the Township's HR Department.
- (k) Acceptable physical, emotional and mental fitness as established by a licensed physician and Psychologist/ Psychiatrist following examination to determine the applicant is free from any physical, emotional or mental condition which might adversely affect performance of essential duties as a dispatcher.
- (l) The applicant shall possess normal hearing and normal color vision. He/she shall be free from any impediments of the senses, and must possess normal visual functions and visual acuity in each eye, correctable to 20/20. The applicant shall be free from any physical defects, chronic diseases, organic diseases, organic or functional conditions or mental instabilities, which may tend to impair efficient performance of duty.

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### **Sec. 2. Periodic Acceptance of Employment Applications.**

- (a) Applications for dispatchers may be accepted by the HR Department at any time. From time to time, at the discretion of the Chief of Police, deadlines for applications for the next testing period may be set. At such time due notice of such fact shall be published in a newspaper of general circulation in the Township, setting the deadline for applications for the upcoming test at no less than fifteen (15) calendar days after the publication of the advertisement.
- (b) The written examination shall be administered to applicants within thirty (30) days of the application deadline. Applicants for positions in the police departments shall submit their full names, changes of names if any, residences and post office addresses, citizenship, previous employment, education, and any such other information as may reasonably be required by the HR Director.

### **Sec. 3. Employment Application Procedure.**

- (a) *Compliance with minimum employment standards.* All applicants for positions in the police department must meet the minimum employment standards set forth in Section 1. The Chief of Police and HR Director will prescribe the manner in which all applicants are to demonstrate compliance with the minimum employment standards.
- (b) *Initial written examination; preliminary eligible list.* All applicants for positions in the police department, who have met the requirement of Section 1 (a) through (l), shall be required to successfully complete a written examination administered by the HR Department. The selection of the written examination shall be determined by the HR Director in consultation with the Chief of Police. Such examination shall be public, competitive and free to all persons qualified. Applicants shall be graded on a scale of one hundred (100%) percent for each test section, with a score of seventy (70%) percent considered to be a passing score. The highest scoring applicants up to a maximum of sixteen (16) applicants, of those who passed, shall be placed on a pre-preliminary eligible list in order of their average percentage on the written examination. The written score shall constitute fifty (50%) percent of the overall rank of the applicant.
- (c) *Oral examination.* The oral board for this qualification list shall consist of At least two (2) current Command Officers and one (1) other Police Department member to be chosen by the Police Chief of the Township. All applicants for dispatcher positions in the police department who have been included on the pre-preliminary eligible list, pursuant to subsections (a) and (b) above, shall be subject to and shall successfully complete an oral examination provided by the oral board. A score of eighty (80%) percent of complete proficiency shall be considered a passing score for the examination. The questions developed for the oral examination shall be compiled by, or at the direction of, the Chief of Police and the oral board. Such questions will be reviewed by the HR Director to assure they do not discriminate against anyone due to race, sex, religion, national origin, color, creed, ethnicity or any other criteria prohibited

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by law. Results and scoring sheets of the oral examination shall be retained and stored as public records by the HR Director, at the completion of the oral examination, for a period of two (2) years. The oral exam shall be scored at fifty (50%) percent.

- (d) *Preliminary eligible list.* A preliminary list of eligible applicants will be compiled by the HR Department consisting of those applicants who have successfully met the requirements of subsections (a) through (c). All preliminary list applicants whose combined average percentage score on the written and oral examinations equals or exceeds the passing score shall have their names entered on the preliminary eligible list, in the order of their combined average percentage from the written and oral examinations. Whenever two (2) or more eligible applicants have the same combined average percentage, priority in time of filing of applicants shall determine their respective standing. Each applicant shall be notified of his/her standing on the list by the HR Department, by mail, within fifteen (15) days from the date of the compilation of the preliminary list of eligible applicants. All eligible lists shall be public records in the office of the Township Clerk.
- (e) *Applicants on preliminary list must continue eligibility.* Each applicant on the preliminary eligible list must continue to satisfy and meet the provisions and requirements of Section (1). Failure of an applicant to meet such standards and requirements will result in the removal of the applicant's name from the eligible list. Those who fail the background examination shall be removed from the eligible list.
- (f) *Physical fitness examination prior to employment.* All applicants for positions in the police department, who have been included on the preliminary eligible list, pursuant to all of the above requirements and who receive a contingent offer of employment, shall pass the Township's pre-employment drug screening test, and must demonstrate an acceptable level of physical fitness, as established by a Township appointed licensed physician. A declaration of the applicant's medical history shall be available to the examining physician and shall be subject to background investigation. The results of such exams shall be filed with the HR Department, prior to the applicant's start of employment.
- (g) *Mental health fitness examination prior to employment.* All applicants for positions in the police department, who have been included on the preliminary eligible list, pursuant to all of the above requirements and who receive a contingent offer of employment, shall pass the Township's pre-employment drug screening test, and must demonstrate an acceptable level of mental health fitness, as established by a Township appointed licensed Psychologist or Psychiatrist. A declaration of the applicant's medical history shall be available to the examining Psychologist or Psychiatrist and shall be subject to background investigation.

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**Sec. 4. Vacancies Filled from Eligible Applicant List; Effective Period of List.**

- (a) *Vacancies.* The Chief of Police shall fill vacancies in the police department by appointment of an applicant on the preliminary eligible list. Offers of employment shall be made by the HR Department in accordance with the provisions of this policy.
- (b) *New hires.* The HR Director shall make a contingent offer of employment, subject to the employee's successful completion of Section (3), to any of the applicants who received one of the highest five (5) combined percentages on the preliminary eligible list. An eligible applicant list shall be effective for a period of six (6) months following the date of its compilation. The Chief of Police may extend the effective period for up to an additional six (6) months.
- (c) *Part-time hiring.* The Chief of Police may select any of the applicants on the hiring eligibility list to be hired on a part-time basis. If all of the five (5) highest refuse an appointment to fill a part-time dispatcher vacancy, then the Police Chief may ask each individual in order, starting with the sixth highest applicant on the list, until an applicant accepts a part-time dispatcher position to fill the vacancy.

**Sec. 5. General.**

- (a) Amendments to this policy must be presented to the Board of Trustees and may be adopted, as modified, at a successive meeting.
- (b) The current hiring policies shall be posted on the Township's website.