

May 17, 2019

St. Charles County Police Department has current openings and will begin the Police Officer Testing process as follows:

TESTING PROCESS OVERVIEW:

- 1) Apply online and call to register for Written Exam by 5:00 PM Thursday, June 6th.
- 2) Written Exam: Monday, June 10th 1:30 PM – 4:30 PM **OR** Tuesday, June 11th 9:00 AM – 12:00 PM
If you pass the Written Exam, you will move forward to the Physical Agility Test.
- 3) Physical Agility Test – Tuesday, June 18th 9:00 AM – 12:00 PM at The Family Arena
If you pass the Physical Agility Test, you'll move forward to the Oral Interview.
- 4) Oral Interviews – Week of Monday, June 24th – Friday, June 28th at St. Charles County Police Department
If you pass the Oral Interview, you will be placed on the Eligibility List and eligible for selection.
- 5) Prior to appointment, a Background Investigation, Polygraph Test, Comprehensive Physical Exam, Drug Screening, and Psychological Evaluation will be completed. This process can take 3 – 6 weeks.

REQUIRED DOCUMENTS

The following documents must be submitted for consideration:

- Submit a current and complete employment application online through our website.
- Copy of your graduation certificate from the Police Academy. (Must have completed 600+ hours of basic police academy training.)
- MO POST Certificate (If you are presently attending the Academy and will graduate within 90 days of this job posting, you may apply now and submit your MO POST Certificate upon graduation.)

Please submit these documents to the Human Resources Department by choosing one of the options below:

- Upload documents with your application when you apply online
- Fax documents to 636-949-7322
- Email documents to humanresources@sccmo.org
- Deliver documents in person

If you are not sure your certification is still active (e.g. retired or out of police work for 5+ years), or if you have received your certification in another state, please call the Missouri Department of Public Safety at 573-751-4905 to ensure that you are eligible for this position or to find out what you have to do to become certified.

WRITTEN EXAM DETAILS

- Deadline to Register: 5:00 PM Thursday, June 6th. Call Human Resources at 636-949-7320 to register.
- Test Times: Monday, June 10th 1:30 PM – 4:30 PM **OR** Tuesday, June 11th 9:00 AM – 12:00 PM
- Location: St. Charles County Government Administration Building, 201 N. Second Street, St. Charles, MO 63301 – Room 542

In preparation for the Written Exam, there is a Law Enforcement practice test that is offered by our testing vendor located at <https://ergopracticetests.com/index.cfm?FLB>. This practice test lasts 30-45 minutes and will give examples for each portion of the written exam. When visiting the site, please make sure to review the Frequently Asked Questions for details of cost, system requirements, and technical support. This practice exam is not a requirement and is offered as an option to you in preparation for the upcoming exam.

Candidates who have satisfactorily completed the Written Exam will move on to the Physical Agility Test.

PHYSICAL AGILITY TEST DETAILS

- Tuesday, June 18th 9:00 AM – 12:00 PM (Please arrive by 8:30 AM.)
- Location: The Family Arena - 2002 Arena Parkway, St. Charles, MO 63303
- Please use the Box Office Entrance when entering the Family Arena.
- Please bring a valid photo ID.
- Please bring the enclosed **APPLICANT DISCLAIMER & MEDICAL CLEARANCE FOR PARTICIPATION FORM**. It must be signed and dated by a physician within the last 30 days. No one will be permitted to participate without this signed form.

Candidates who have satisfactorily completed the Written Exam and Physical Agility Test will move on to the Oral Interview.

ORAL INTERVIEW DETAILS

- Dates: Week of Monday, June 24th – Friday, June 28th. Signup sheets will be available at the Physical Agility Test.
- Location: St. Charles County Police Department, 101 Sheriff Dierker Court, O'Fallon, MO 63366

Once the testing process has been completed, you will receive an email notification from Human Resources regarding your status.

If you have questions at any time during the testing process, please contact the Human Resources Department.

St. Charles County Government - Human Resources Department
Administration Building
201 N. Second Street – Suite 522
St. Charles, MO 63301
PHONE: 636-949-7320
EMAIL: humanresources@sccmo.org
FAX: 636-949-7322

St. Charles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. St. Charles County is a drug and alcohol-free work place. A pre-employment drug screen is required for all positions. Employment is contingent on successfully passing all appropriate background checks.

APPLICANT DISCLAIMER AND MEDICAL CLEARANCE FOR PARTICIPATION FORM

ST. CHARLES COUNTY – PRE-EMPLOYMENT PHYSICAL AGILITY TEST

APPLICANT DISCLAIMER

I, the undersigned, agree to hold St. Charles County, entities thereof, all other agencies, and the administrators of the physical fitness pre-employment test **free and harmless** from any injuries of physical problems which I might incur as a result of performing or participating in the physical agility portion of the employment procedure, which is part of the process to qualify myself for potential employment as a law enforcement officer with St. Charles County.

This test is known to me as "The PQ Tests for Police Candidates" and is validated by the American Physical Qualification Testing Corporation.

I further believe that from knowing my own physical abilities and limitations, and that unprepared strenuous physical exertion can have serious complications, and after having an absolute understanding of the battery of tests which I am to take, that I am capable of involvement in this portion of the hiring process.

Furthermore, my personal medical doctor, after reviewing the different physical qualification tests involved, a copy of which is printed on the back of this form, has been brought to his/her attention, gives his/her approval of my ability to participate in the required testing, which has a two-hour time limit.

Candidate's Printed Name

Signature

Date

MEDICAL CLEARANCE

I have reviewed the different physical qualifications tests involved, and understand these three PQ tests must be completed within a two-hour time limit. Based upon this information, and my assessment of the applicant's state of health, I believe that the applicant can safely participate in the Physical Agility Test.

Candidate's Medical Doctor (Print Name & Title)

Signature

Date

Doctor's Address: Street, City, State, Zip Code

PHYSICAL AGILITY TEST OVERVIEW

Developed by the *Physical Standards Research Foundation*, the Physical Qualifications (PQ) Tests for Police Candidates have been designed to determine which job applicants have the physical abilities necessary to perform certain representative emergency tasks required of police officers. There are three PQ tests and all three tests must be completed within a 2-hour time limit.

- **Backyard Pursuit Test:** A timed run through an obstacle course involving running, dodging, vaulting, jumping, and crawling. You must run the complete course 3 times. Total distance for the three laps is 225 yards.
 - Vault over 46" box
 - Jump 6' "ditch"
 - Crawl under obstacle measuring 18" high X 6' long
- **Emergency Lift and Drag Test:** A timed test to determine the candidate's ability to run to an unconscious victim and carefully lift and drag the body 60'. (Utilizes a 150-pound dummy.)
 - Run 60'.
 - Grip the dummy under its arms and drag it back to the starting point.
- **Pursuit Run Test:** A timed test to determine the candidate's ability to pursue a fleeing person, with only one change of direction. Test of speed and cardio-respiratory endurance. Total distance 300 yards.
 - Run 150 yards, run around a cone, and run back to the starting point.



POSITION ANNOUNCEMENT

POLICE OFFICER - ST. CHARLES COUNTY POLICE DEPARTMENT

Starting Salary: \$56,099 - This is a full-time position which includes a full range of benefits including Paid Time Off, Extended Medical Leave, Holidays, Employee Health, Dental, Life, Disability, Retirement, and Tuition Assistance programs.

JOB DESCRIPTION: Responds to calls for service, takes information, writes incident reports, and initiates course of action applicable to the situation. Patrols assigned area to deter criminal action. Makes traffic stops and issues moving and non-moving violations. Investigates crimes or complaints and makes custodial arrests. Attends court hearings and testifies. Performs other duties as assigned.

REQUIREMENTS: Must be a resident of Missouri. Must be Class A certified under Missouri Peace Officer Standards and Training (P.O.S.T.) according to RSMO 590 prior to appointment. Those enrolled in an academy may apply if they are within 90 days of graduation. In addition to all examination components, candidates must pass a psychological evaluation (waived for current County employees who have previously completed the psychological evaluation), polygraph test, drug screening, comprehensive physical examination, and a comprehensive criminal background investigation at the time of hire. Must have a valid Driver's License, satisfactory driving record, and be free from (and have no pending) felony convictions or misdemeanor convictions related to domestic violence. High school graduation or equivalent required. Associate's Degree in Criminal Justice or related is preferred. Requires courteous, effective oral and written communication skills, sometimes under adverse conditions. Requires physical ability to perform foot pursuits, subdue suspects resisting arrest, etc. Requires considerable skill in the operation of law enforcement equipment including firearms and in-car computer systems. Requires considerable knowledge of federal, state, and local laws as they pertain to law enforcement.

EXAMINATION COMPONENTS & PROCESS: The testing process consists of the following: Written Exam, Physical Agility Test, and Structured Oral Interview. Applicants must pass each component to move on to the next component. Scores from each phase of the process will be tabulated to determine the applicants' final ratings, at which point candidates will be added to the Eligibility List accordingly.

ELIGIBILITY LISTS: Candidates must meet all qualifications and pass all examination components to be added to the Eligibility List. Once on the list, eligibility lasts for one year (unless the list is canceled or examination procedures are revised). The list may be used to fill openings in similar law enforcement positions. Candidates placed on the list, who are later found to have employment or character histories which are incompatible with the high standards expected of St. Charles County Police Officers, may be removed from the eligibility list following notification to the candidate.

TO APPLY: An employment application must be submitted through our Self-Service Website at <http://hr.sccmo.org/hr>. We do not accept faxed, e-mailed, or print applications. For your convenience, if needed, computer terminals are available Monday – Friday, 8:00 am – 5:00 pm in the Human Resources Department located in Suite 522 of the St. Charles County Administration Building, 201 N. Second St., St. Charles, MO 63301.

To assure consideration, all applications must be submitted, and registration for testing must be completed, by 5:00 PM, Thursday, June 6th, 2019.

Call Human Resources at 636-949-7320 to register for required testing.

St. Charles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. St. Charles County is a drug and alcohol-free work place. A pre-employment drug screen is required for all positions. Employment is contingent on successfully passing all appropriate background checks.

AN EQUAL OPPORTUNITY EMPLOYER

Police Officer - MAY 2019.Docx | Posted 05/17/19 | Paygrade 209