

Logan City Police Department – Dispatcher I Position

Pre-Employment Screening Process



The hiring process for the Dispatch I position includes 6 steps. Candidates must successfully pass each step in order to move on to the next portion of the process. When a hiring process is underway we try to offer a variety of dates and/or times in order to make this process as accommodating as possible. However, in order to complete the hiring process in a reasonable amount of time we are unable to schedule makeup times for some of the steps. Candidates unable to attend one of the hiring steps will need to apply for future positions.

STEP 1 – PRE-INTERVIEW & OPEN HOUSE

Attend an open house & pre-interview at the 911 Dispatch Center. The open house will include a tour of the dispatch center and a short initial interview. The Open House is held at the Logan City Police Department (62 West 300 North). This process will take 15-20 minutes. Dress is business casual.

STEP 2 – MULTI-TASKING & DATA ENTRY TEST

Candidates who successfully pass Step 1 will be scheduled for a Multi-tasking & Data Entry test. The test will be given by appointment only at various times. Tests are given at the Logan City Police Department and dress is casual. The test is taken individually on a computer and will take about 40 minutes to complete.

STEP 3 – CALLTAKER SCREENING TEST

Candidates who successfully pass Step 2 will be scheduled for a video-based dispatch aptitude test. Tests are given at the Logan City Police Department and dress is casual. The tests are video based and will be viewed as a group. The test takes approximately **1 hour and 45 minutes** to complete.

STEP 4 – DISPATCH OPERATIONS OBSERVATION

Candidates who successfully pass Step 3 will be scheduled for a 60 minute sit-a-long to observe 911 division operations.

STEP 5 – PANEL INTERVIEW

Candidates who successfully pass Steps 1-3 will be scheduled for a final panel interview. Candidates will be asked various questions during the interview, which will last 15-25 minutes. Dress is business professional.

STEP 6 – BACKGROUND & DRUG SCREENING

Candidates that are selected for the Dispatch I position must successfully pass a background check and pre-employment drug screening. Candidates will be contacted and scheduled for screenings on an individual basis.