



SELECTION PROCESS: DISPATCHER/CLERK

Applications for all positions with the Kent Police Department begin at the Civil Service Office, 930 Overholt Dr., (330) 678-8101. Civil service exams for the position of Dispatcher/Clerk occur approximately every two years. A certified civil service list is good for a maximum of two years.

All Dispatcher/Clerk positions begin as part-time, and full-time positions are filled from within the department.

The following process shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. Minimally, Kent Police should employ a comprehensive screening, background investigation and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

1. A civil service application for employment (including previous employment, references, current and prior addresses, education, military record)
2. Practical assessment center.
3. Comprehensive background packet (more extensive employment history and references, driving record, criminal history)
4. Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents
5. Background Investigation
6. Information obtained from public Internet sites, a review of social media accounts such as Facebook, Twitter, etc.
7. Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)
8. Local, state and federal criminal history record checks.
9. Interview with Chief of Police
10. Medical exam (may only be given after a conditional offer of employment)
11. Formal offer of employment

