



## CREVE COEUR POLICE DEPARTMENT COMPETITIVE SELECTION PROCESS

**Under the regulations of the Creve Coeur Police Department, all appointments to the position of Commissioned Police Officer are made on the basis of an open, competitive selection process conducted under the supervision of the Administrative Support Services Division.**

**Applicants must successfully complete each stage of the selection process which consists of the following:**

1. **PRELIMINARY REVIEW:** A careful review of the application along with a criminal and driver license check to determine if an applicant meets the minimum requirements for the position and to ensure that all necessary documents are included.
2. **WRITTEN TESTS:** Tests are administered on a scheduled basis. A minimum score of 70% is required in order to remain in the selection process.
3. **ORAL BOARD INTERVIEW:** An interview is conducted by a two or three-member board, consisting of at least one supervisor. Candidate is evaluated to determine overall fitness for the job and is judged on self-expression, mental alertness, openness, appearance and the probability of adaptability to police department duties.
4. **CHIEF'S INTERVIEW:** The final determination toward a conditional offer of employment. For police officer applicants, it shall be an oral board interview. The board shall consist of the Chief and at least two additional people, generally either police department command staff or police committee members. Note: The Chief of Police makes the final determination whether the applicant is given a conditional offer of employment, placed on an eligibility list for employment or removed from consideration in the selection process.
5. **BACKGROUND INVESTIGATION:** A thorough background investigation will be conducted on all applicants that have received a conditional offer of employment. This investigation will focus on past employment records and reputation, personal references, neighborhood reputation, police record check, credit history, military record (when applicable) and other personal information/history. It is the responsibility of the applicant to assist the assigned background investigator by providing complete information regarding how to contact personal references as well as making themselves available for follow-up questions.
6. **CVSA EXAMINATION (Computer Voice Stress Analyzer):** This examination is part of the background investigation and is conducted in an attempt to verify information that has been submitted in the personal history questionnaire, gathered during the oral board interview and background investigation. The results of the CVSA are confidential and only shared with the appropriate Department personnel.



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7. **PHYSICAL HEALTH EXAMINATION:** The examination shall consist of various tests (to include drug screening) to determine the applicant's suitability for employment. If applicant meets the physical standards for employment and is deemed physically capable of performing the essential job functions, the conditional offer of employment may be sustained.
8. **PSYCHOLOGICAL EXAMINATION:** Prior to appointment, a candidate must submit to psychological testing conducted by psychological consultants retained by the department. This testing is designed to further evaluate applicant's suitability for employment.
9. **PHYSICAL AGILITY TEST:** This test will be administered under the direction of designated department personnel. Candidates must successfully complete a series of physical events that either carry a minimum number of repetitions and/or are timed. A waiver relieving the City of Creve Coeur and the Creve Coeur Police Department of any liability must be signed by the applicant prior to being allowed to participate in this stage of process.
10. **PROBATIONARY PERIOD:** The probationary period is an integral part of the post-appointment screening process. In accordance with the City's Personnel Manual, an appointee shall serve a minimum 12-month probationary period. For commissioned employees, the probationary period is in effect from the date of appointment or upon the date of graduation from the Police Academy (whichever is more applicable). A probationary employee may be dismissed at any time during the probationary period in accordance with the City Personnel Manual.