

Frederick Police Department

Hiring & Selection Process – Dispatcher

Applicants must successfully complete each phase & step in order to remain eligible to continue in the process.

Phase 1 – Pre-Offer

Step 1 - Application

- A. Online Application - Anyone seeking employment with the Department as a dispatcher must complete and submit an application for employment via Frederick Police Department website – <https://frederickpolice.org> or www.governmentjobs.com
- B. Application Screening - Once the application is received, it will be reviewed for minimum qualifications and disqualifiers
- C. PHQ - You will also be emailed a Personal History Questionnaire (PHQ) to complete
This document is also available on the Frederick Police Department website via “Documents” tab

Step 2 – Practical Exercise/Test

Applicant will then be scheduled for a practical exercise/test

Step 3 – Interview

Applicant will be interviewed by a board consisting of Departmental members

Step 4 – Background Investigation

Applicant will meet with a Background Investigator for an interview and any necessary follow-up interviews
Applicant will provide the required documents to the investigator for review, authentication, & verification
Applicant will provide completed and notarized Personal History Questionnaire (PHQ) to Background Investigator at this time

Step 5 – Polygraph Examination

Applicants in the background stage of the selection process are required to submit to a polygraph examination and will be contacted by polygraph examiner to schedule polygraph

Phase 2 – Post-Offer

Step 6 - Medical Examination

Information will be provided to applicants who advance to this stage of the process

Step 7 – Drug Screening

Information will be provided to applicants who advance to this stage of the process