



CLAYTON POLICE DEPARTMENT

**Mission: *To serve and protect
the Clayton community with
PRIDE.***

COMMISSIONED POLICE OFFICER

In accordance with the State of Missouri statutes and the Charter of the City of Clayton, the Clayton Police Department is organized and administered on a merit basis for the selection and appointment of police personnel. This announcement provides potential police applicants with the basic requirements for the job, the various elements of the selection process, and other related information.

MINIMUM REQUIREMENTS FOR POLICE OFFICER

AGE REQUIREMENT: Must be at least 21 years of age by date of appointment.

RESIDENCY: Must be a citizen of the United States or as required by Missouri POST licensing.

EDUCATION: Must possess a valid high school diploma or educational equivalent.

WORK EXPERIENCE: Full and part-time work experience, if any, will be evaluated in conjunction with the other selection elements. Out-of-state police officers who possess or obtain State of Missouri POST class "A" certification will be evaluated in conjunction with their training and years of experience.

CRIMINAL HISTORY: No felony record and no conviction of any crime related to domestic violence. Applicant must have no pending indictments, no misdemeanor convictions such as, but not limited to, assault, unlawful use of a weapon, fraud, etc. Must not be on probation for any criminal charge and must have no arrests for DWI related offenses within 3 years of application.

DRIVER'S LICENSE: An applicant must possess a valid driver's license by the date of employment.

MILITARY SERVICE: If a military veteran, must have an "Honorable Discharge" or a discharge under "Underhonorale Conditions."

COMPETITIVE SELECTION PROCESS

Pursuant to the policies of the City and Police Department, all appointments to the Clayton Police Department are made based on an open, competitive selection process. The selection process is jointly conducted by Human Resources and Police Department. Each applicant will receive notification regarding the timeline of the selection process and how the process is administered. Applicants must successfully complete each stage of the process before becoming eligible to proceed further in the process.

PRE-CONDITIONAL OFFER OF EMPLOYMENT

ELIGIBILITY INTERVIEW: Applicants meeting the minimum qualifications will be interviewed by a member of the Human Resources Department to determine their eligibility to proceed forward in the process.

WRITTEN ASSESSMENT: A standardized written assessment that measures the reading and comprehension skills possessed by each applicant will be administered in a group setting. The examination will be monitored and graded. A score will be assigned. A [study guide](#) is available for purchase.

ORAL BOARD: Candidates will be interviewed by a review board to assess each individual candidate's ability to think and function under stress, their verbal communication skills, and their attitude toward employment in a position of authority.

CHIEF'S INTERVIEW: The final stage of the hiring process will be the candidate's interview with the Chief of Police and a member of the Human Resources Department. The purpose of the Chief's Interview shall be to determine each candidate's short- and long-range goals, strengths, weaknesses, the ability to present their ideas in a cogent fashion, and if the individual would best serve the needs of the department.

A conditional offer of employment may be made at this time.

POST-CONDITIONAL OFFER OF EMPLOYMENT

PHYSICAL FITNESS ASSESSMENT: Each applicant given a conditional offer of employment will be required to pass a physical fitness assessment performed at the St. Louis County Police Academy. The purpose of the examination will be to assess the candidate's ability to effectively perform the duties of the police officer.

DRUG AND MEDICAL SCREENING: Each applicant given a conditional offer of employment will be required to pass drug and medical screenings performed by a licensed physician. The purpose of the examination will be to assess the candidate's physical ability to effectively perform the duties of police officer.

PSYCHOLOGICAL EXAMINATION: Each applicant given a conditional offer of employment will be required to pass a psychological examination performed by a licensed psychologist. The purpose of the examination will be to assess the candidate's psychological suitability to function as a police officer.

BACKGROUND INVESTIGATION: Each applicant given a conditional offer of employment will be required to pass a background investigation that will include past employment record, personal references, criminal history, credit history, military record, personal character and reputation. The results of the background investigation must be suitable to ensure the applicant possesses the desired character and integrity.