



**ST. CHARLES COUNTY GOVERNMENT
HUMAN RESOURCES DEPT.**

201 North 2nd Street, Room 519; St. Charles, MO 63301

<http://www.sccmo.org>

Phone 636-949-7320

Fax 636-949-7322

March 2, 2010

Deputy Patrol/Park Ranger Applicant:

The Human Resources Department has received your application for the position of Deputy Patrol Officer &/or Park Ranger. The testing process for this position will begin on Wednesday, May 5th and Thursday May 6th. This is the initial stage for updating our eligibility list from which to refer qualified candidates for current and future openings. **This list will be good until May 2011 unless the process is updated or altered.**

The components in the selection process include a written examination, a physical agility test, a structured oral exam, a psychological test, polygraph test, drug screening and a background investigation.

Each candidate must contact the HR Dept. at 636-949-7320 x 7198 by Friday, April 30th to sign-up for the Written Exam and Physical Agility Test. If we do not hear from you, we will assume you are no longer interested in these positions.

Each candidate must provide the following information to the HR Department by the test date in order to be considered for this position:

1. A complete and updated application.
2. Copy of graduation certificate from Academy. Must have completed 600+ hours of basic police academy training. If presently attending Academy, you may participate if the graduation date is prior to February 18th, 2010.
3. Copy of High School Diploma or equivalent. (Include HS phone # and address)
4. MO POST certificate (If you have not graduated from the academy, you may turn this in when you graduate.)

All information requested on the Addendum sheet will be due by Friday, May 14th.

Please bring the Physical Agility Release Form to the park on the day of the Physical Agility Test.

If you are not sure your certification is still active (retired or out of police work for 5+ years), or if you have received your certification in another state, please call the Missouri Dept of Public Safety at 573-751-4905 to ensure that you are eligible for this position or to find out what you have to do to become certified.

The Physical Agility Test will be held on Wednesday May 5th and Thursday, May 6th at 9:00 am. This test will be held in the Boys & Girls Club at Blanchette Park in St. Charles. All

candidates will be required to bring the Medical Clearance Form to the Physical Test. This form is attached. It must be signed by your doctor. No one will be allowed to take the physical agility test without this form.

The written test will be administered on the same days as the Physical Agility testing Wednesday May 5th and Thursday, May 6th at 1:00 pm. in Room 115 at the St. Charles County Administration Building, 201 N. Second St. Please call 636-949-7320 x 7198 to sign up. Candidates must achieve a score of 70 out of 100 on the written test to proceed in the process.

Candidates that have satisfactorily completed both the Physical Agility and the Written Exam will be considered to move on to the next selection process, the Oral Interview.

The following dates have been scheduled:

WRITTEN EXAM

DATE: **Wednesday May 5, 2010 1:00 pm**
 Thursday May 6, 2010 1:00 pm

PLACE: **St. Charles County Administration Building**
 Room 115, 201 N. Second St. St. Charles Mo 63301

The written exam consists of 100 multiple choice questions with a 2 hour 30 minute time limit.

Admittance to the written test requires:

- 1. Pre-registration**
- 2. Proof of Identification (Identification ideally needs to be a picture I.D., such as a driver's license.)**

PHYSICAL AGILITY TEST

DATE: **Wednesday May 5, 2010 9:00 am**
 Thursday May 6, 2010 9:00 am

PLACE: **The Boys & Girls Club - Blanchette Park,**
 1400 Olive, St. Charles, MO 63301

CLOTHING: Long sleeve sweat shirt, sweat pants and tennis shoes. It is wise to wear a long sleeve shirt and pants that cover the knees. This will protect you from floor burns.

I.D.: **Picture ID must be shown at sign-in, such as a driver's license.**

MEDICAL FORM: **The Applicant Disclaimer/Medical Clearance form for participation in the Physical Agility Test, signed by your physician, must be turned in at the physical agility test.** Please review the physical agility test components and show these to your doctor.

FINAL PREPARATIONS FOR TEST:

REVIEW: Be familiar with the test by reviewing the components of the Physical Agility Test found on the back of the Disclaimer Form.

EXERCISE: You should refrain from tiring exercise for at least two days prior to taking the Physical Agility Test. Light activity is recommended.

EATING: The developers of the Physical Agility Test recommend a diet relatively high in nutritional carbohydrates (cereals, potatoes, bread, pancakes, etc.) for two to three days prior to testing. The pre-test meal should be chiefly of carbohydrates and should precede the test by approximately two (2) hours.

For best performance, you should have adequate rest during the days preceding the test.

Directions to Blanchette Park:

From I-70, head North on 5th Street, approximately 2 miles, to Randolph Street. Left on Randolph (West) to Blanchette Park which will be on your right. Blanchette Park is located off Randolph Street and has two entrances. Take the main entrance and the Boys & Girls Club is behind the swimming pool on your right.