



Colonel Ralph W. Powell  
Director

# Idaho State Police

Service Since 1939



C.L. "Butch" Otter  
Governor

## Regional Communications Officer

**This announcement will close Monday, January 26, 2015**

This position starts at \$13.88 per hour. Potential pay advancement upon successful completion of probation.

Successful applicants will be required to pass a hearing test, a background investigation, and polygraph examination, which includes drug screening. Please see the Idaho State Police Drug Policy listed at the end of this announcement.

All Regional Communications Officer positions require shift work. This includes a requirement to work weekends, holidays, and nights on a rotating basis.

### Duties:

- Operate a multi-channel radio with multiple frequencies and related equipment to receive messages and relay information between state police and emergency personnel to accident and crime scenes
- Obtain information about incidents and determine action to take
- Dispatch necessary personnel using radio or telephone
- Verify location and status of officers to insure their safety
- Direct emergency vehicles to insure effective handling of emergency situations
- Coordinate incidents through to completion
- Complete and file information such as wrecker lists and radio, telephone, and teletype logs by using or operating a computer-aided dispatch (CAD) system
- Enter, access, and update information concerning individuals, vehicles, and articles through the National Crime Information Center and Idaho/National Law Enforcement Telecommunications computer systems
- Responsible for decision making/problem solving while maintaining control in crisis emergency situations
- Must be able to work effectively under extremely stressful situations and perform detailed work with a high degree of accuracy
- Operate a multi-channel radio with multiple frequencies and related equipment to receive messages and relay information between state police and emergency personnel to accident and crime scenes

### Minimum Qualifications:

- Experience conducting and documenting fact-finding interviews
- Experience reading, writing, and speaking English fluently
- Experience reading and interpreting detailed information
- Experience entering and retrieving data from a computer
- Skill in typing 50 net words per minute, or its equivalent, on data entry devices. (If you are selected to interview, a link to a typing skills verification website will be sent to you via e-mail)

**700 South Stratford Drive • Meridian, Idaho 83642-6202**

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## Examination:

- Part 1 - Minimum Qualifications (Pass/Fail). To preview the Minimum Qualifications Exam (Part 1), click on the **Preview Exam** link below. (You will not be able to take the exam from this screen.) If you wish to take the exam, click on any **Apply Online** button and follow the instructions provided. If you meet the minimum qualifications as shown in Part 1, you will receive a Pass score and can then take Part 2 (the on-line written examination). You must receive a Pass on Part 1 and a minimum score of 70 on Part 2 in order to be eligible for consideration.
- Part 2 - Multiple Choice Written Exam (100%). Both Part 1 and Part 2 must be completed to successfully finish your application. Notification of test results will be available online once you have completed each part of the exam. The Written Examination (Part 2) for this position can only be taken once every three months. Once you apply and take the exam, you cannot reapply and retake the written exam until your score expires. Part 2 is a timed exam. You will have 50 minutes to complete this exam. **Do not start the Multiple Choice Written Exam if there is a chance you will be interrupted.** Once you hit the start exam button, your time will continue to count down until 50 minutes are up. If you do not complete the exam within the time allotted, you will have to wait three months to retake the exam.

**How to Apply:** If you wish to take the exam, please go to [www.DHR.idaho.gov](http://www.DHR.idaho.gov) and click on Job Seekers, Job Openings, IT Information Services Manager and follow the instructions provided. This job announcement will close on December 18<sup>th</sup>.

When updating your online application information, please select:

**Idaho State Police** under “Agencies”  
**Full-time AND shift** under “Job Type/Shift”  
**Coeur d'Alene** under “Cities”

## Idaho State Police Drug Policy

Idaho State Police does not consider for employment, nor accept as a volunteer, any person who has:

- Used or possessed within the 5 year period immediately preceding application for ISP employment: LSD, PCP, heroin, methamphetamine, cocaine, or designer drugs (e.g. ecstasy, synthetic cathinones, their chemical derivatives and synthetic equivalents, etc.); if use was prior to 5 years preceding application for employment, the following factors will be considered:
  - (1) the frequency of the behavior;
  - (2) the quantity of drugs involved; and
  - (3) the type of drug;
- Used or possessed within the 3 year period immediately preceding application of ISP employment: marijuana, inhalants (huffing), anabolic steroids, hallucinogens (psilocybin mushrooms), or synthetic cannabinoids (e.g. spice, K2, etc.);
- On any occasion illegally manufactured or delivered a controlled substance;
- Used any illegal drug while employed in any law enforcement or prosecutorial agency;
- Been found guilty by a court or jury of driving under the influence of intoxicants within the 5 year period preceding application for ISP employment;
- Abused prescription drugs (case by case analysis).

Other involvement with illegal drugs may be a disqualifier. The Colonel of the Idaho State Police has the authority to make all final hiring decisions.

Also, please note: ISP's procedure states that visible tattoos on the head, neck, or hands are prohibited and must either be removed or covered by an acceptable means that does not deter from the professional image.

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