



**CONWAY POLICE DEPARTMENT
POST OFFICE BOX 538, CENTER CONWAY, NH 03813
TELEPHONE: (603) 356-5715
FAX: (603) 356-8837**

**HIRING POLICIES AND PROCEDURES
CIVILIAN EMPLOYEES: DISPATCHERS, CLERKS, AND SECRETARY
21 or over - High School or G.E.D.**

- A. An application shall be completed and submitted to the Chief of Police or his designee. A review of the application will be done and the applicant will be interviewed by the Chief of Police or his designee. The applicant will be advised of the following:**
- 1. a. Hiring process and procedures**
 - b. Salary and benefits**
 - c. Random Drug Testing Policy**
 - 2. Written test will be given, upon score of 70% or better;**
 - 3. Oral interview will be conducted, upon a score of 70% or better;**
 - 4. Background investigation will be administered**
 - 5. Polygraph examination will be administered**
 - 6. Psychological examination will be administered**
 - 7. Oral interview with the Police Commissioners**
 - 8. Medical examination if required**
- B. The Conway Police Commissioners reserve the right to hire or reject any individual upon completion of the above requirements.**