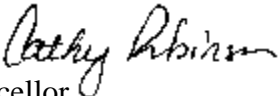


THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802-4210
(562) 951-4411

Date: August 31, 2005 **Code: TECHNICAL LETTER**
HR/Appointment 2005-02

To: Human Resources Directors Supersedes: FSR 1985-69
Police Chiefs FSR 1989-60

From: Cathy Robinson 
Assistant Vice Chancellor HR/Appointment 1996-01
Human Resources Administration

Subject: **Clarification on the Selection and Testing of Police Dispatchers**

This technical letter provides clarification on the selection and testing of California State University (CSU) Police Dispatchers.

Campuses have the ongoing responsibility to follow the Commission on Peace Officers Standards and Training (POST) requirements when hiring Police Dispatchers. POST's requirements can be found on POST's Web site at: <http://www.post.ca.gov/>. Key information is outlined below:

- POST requires that every Dispatcher complete the Public Safety Dispatcher's Basic Course before or within 12 months of hire. The CSU classification and qualification standard for the Police Dispatcher is consistent with this requirement and states that upon hire, the Police Dispatcher must have completed or be eligible to complete POST's Dispatcher Course. When the applicant does not possess the POST Dispatcher certificate, applicants are required to pass a written test that assesses essential dispatching skills.
- POST requirements include a background investigation, medical examination, oral communication evaluation, and verbal, reasoning, memory and perceptual abilities assessment.
- Refer to the POST Web site for information on the Dispatcher testing materials, proctoring requirements, and related procedures.

Questions regarding this technical letter may be directed to Human Resources Administration or the CSU Public Safety Coordinator. This memorandum is also available on the Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>.

CR/gc

Distribution:

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