

TELL CITY POLICE DEPARTMENT APPLICATION FOR EMPLOYMENT AS PUBLIC SAFETY DISPATCHER

The City of Tell City, Indiana does not discriminate on the basis of race, color, gender, national origin, age, religion, or disability, in employment or provision of service.

Please type or print responses to all questions on the application form. Any application **not completed in its entirety will be disqualified.** Put N/A for non-applicable if portion of form does not apply to you.

Last name _____ First name _____

Middle name _____ Former name(s) _____

Are you 18 years of age or older : Yes _____ No _____

Current address _____

City _____ State _____ Zip _____

Phone _____

Employment History and Work Experience

List all employment and work experience during the previous five years, beginning with your current employer. Failure to include all past employment may be grounds for disqualification.

If currently unemployed, check here _____ and skip to Previous employer below.

*Current employer _____

Address _____

City _____ State _____ Zip _____

Phone () _____ Hire date _____

Job Title _____

Immediate Supervisor _____

Briefly describe the work you do, such as duties, responsibilities, equipment you operate, promotions: _____

Previous employer _____

Address _____

City _____ State _____ Zip _____

Phone () _____ Hire date _____

Job Title _____

Immediate Supervisor _____

Briefly describe the work you do, such as duties, responsibilities, equipment you operate, promotions: _____

Previous employer _____

Address _____

City _____ State _____ Zip _____

Phone () _____ Hire date _____

Job Title _____

Immediate Supervisor _____

Briefly describe the work you do, such as duties, responsibilities, equipment you operate, promotions: _____

Previous employer _____

Address _____

City _____ State _____ Zip _____

Phone () _____ Hire date _____

Job Title _____

Immediate Supervisor _____

Briefly describe the work you do, such as duties, responsibilities, equipment you operate, promotions: _____

Your current and previous employer may be contacted.

EDUCATION AND TRAINING

This section is intended to give the employer information about education and training you have completed, and to describe your skills, knowledge and abilities to perform the duties of the position.

High School(s) Attended (attach additional pages as needed)

Name of School _____

Address _____

City _____ State _____ Zip _____

Diploma? Yes _____ No _____ GED? Yes _____ No _____

Activities, awards, experience may be listed below (you may exclude any which indicate race, color, religion, gender, national origin, or disability)

College(s) or Trade School(s) Attended (attach additional pages as needed)

Name of School _____

Address _____

City _____ State _____ Zip _____

Diploma? Yes _____ No _____

Activities, awards, experience may be listed below (you may exclude any which indicate race, color, religion, gender, national origin, or disability)

Seminar/workshops, special awards, articles you have published, or other information that may be relevant to the position you are seeking:

Experience in:

Typing skills: (Yes) (No) Words per minute: _____

Computer keyboard: (Yes) (No). Additional information: _____

Computer programs such as Windows based systems: (Yes) (No) Additional Information: _____

Telephone communications: (Yes) (No). Additional information: _____

Public relations and handling service complaints: (Yes) (No). Additional information: _____

MILITARY HISTORY AND STATUS

If you have never served in the military on active duty, check here _____ and skip the next section.

Military Branch _____

Dates of Service: from _____ to _____

Highest Rank Attained _____

Rank at separation _____

Type of Discharge _____

Citations or Awards received _____

PROFESSIONAL OR SPECIALIZED TRAINING

Training _____

Professional license(s) or certification(s) _____

VEHICLE OPERATORS LICENSE INFORMATION

Type of license (current) _____

State or Country of issue _____

Restrictions: Yes _____ No _____ If checked mark yes, give details of restrictions _____

Have you ever been denied issuance of a driver's license or had a driver's license suspended or revoked? Yes _____ No _____ If checked marked yes explain fully _____

Have you ever had automobile insurance withdrawn, revoked, or been refused automobile insurance? Yes _____ No _____ If checked marked yes explain fully including name(s) of company(s) involved _____

ARREST OR DETENTION INFORMATION

Have you ever been arrested or detained by a law enforcement agency?
Yes _____ No _____

Have you ever been involved in any court action resulting from an arrest or detention by a law enforcement agency including traffic violation?

Yes _____ No _____

If the answer to either question is yes, explain fully including dates, places, and details of each incident. _____

REMARKS OR COMMENTS

Use the following space to include any information, remarks, or comments you feel are pertinent to your application for the position of public safety dispatcher.

GENERAL POSITION DESCRIPTION

Duties: receive emergency related calls on 911 system, through regular business lines, and through radio communications. Must be able to determine the appropriate response and dispatch emergency personnel accordingly.

Receive non-emergency or informational related calls and determine appropriate response and dispatch personnel accordingly.

Monitor various radio activities.

Use and work with local computer system as well as other systems compatible to state and local requirements.

Requirements and difficulty of work: attend and pass dispatch training courses including those required by state and local organizations which include but are not limited to Emergency Medical Dispatching and Radio Operator's Course through Medical Priority and Indiana Law Enforcement Academy. Ability to be certified in the use of NCIC (National Crime Information Center) and IDACS (Indiana Data and Communications System) computer systems. Effectively use all equipment including radio systems, computer systems, typewriter, fax machine, copiers, and telephones. Must have knowledge of and ability to use Standard English grammar, spelling, punctuation, and reading ability. Work may be performed under stressful situations and duties may be restricted to a seated position.

APPLICANT ACKNOWLEDGEMENT AND SIGNATURE

I understand that the Tell City Police Department may contact my previous and current employer(s), schools I have attended, perform criminal history records checks, search my driving record, interview family and associates when processing this application form for further consideration for the position of public safety dispatcher. I verify there are no misrepresentations, omissions, or falsifications and that the entries made by me are complete and correct to the best of my knowledge. I understand that I may be summarily discharged without cause or hearing if the above information contains misrepresentations or falsifications.

Signature _____

Printed Name _____

Date _____

POSITION DESCRIPTION
CITY OF TELL CITY, INDIANA

POSITION: Police Dispatcher
DEPARTMENT: Police
DIVISION: Communications
WORK SCHEDULE: As assigned
JOB CATEGORY: POLE (Protective Occupations, Law Enforcement)

DATE WRITTEN: December 1994
DATE REVISED: July 2014

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Tell City provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Police Dispatcher for the Communications Division of the Tell City Police Department, responsible for monitoring all incoming emergency and non-emergency calls, and dispatching information to appropriate response units.

DUTIES:

Receives all emergency-related calls, gathers maximum amount of information in minimum amount of time, determines appropriate response and dispatches department officers and other emergency personnel accordingly.

Receives all incoming non-emergency/information-related calls, determines nature of call, responds to inquiries, routes caller to appropriate person and/or takes messages.

Monitors radio frequency activities of various other law enforcement and public safety agencies in the community and surrounding counties. Notifies and/or dispatches local emergency personnel as situations demand.

Regularly communicates with field units, assessing unit's safety and need for backup, and dispatches backup units and other emergency personnel as necessary.

Receives and transmits computer teletypes pertaining to, but not limited to, criminal histories, drivers license, vehicle registration, gun permits, runaways, missing persons and stolen property.

Verifies, enters and maintains accurate IDACS/NCIC information for the Department and other law enforcement agencies.

Maintains complete and accurate typed log of all radio traffic calls, assigns complaint number, follows up on disposition of call and enters information into computer terminal as required.

Assists Police and Fire Department personnel in locating information when requested.
Answers Electric Department calls after hours, and dispatches lineman and/or prepares work orders as necessary.

Answers Welfare Department calls after hours, contacting on-call personnel as necessary.
Periodically attends prescribed training programs for certification/re-certification in specialized areas as required.

Periodically oversees and conducts training for new hires/dispatchers.

Regularly tests and activates all alarms in event of an emergency.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Must be at least 21 years of age.

Certification in the use of IDACS/NCIC computer systems, and ability to maintain and update certification according to state requirements.

Ability to meet all department hiring and retention requirements, including passage of a hearing test and a visual exam, and not posing a direct threat to the health and safety of other individuals in the work place.

Ability to attend and pass Indiana Law Enforcement Academy dispatch training course.

Knowledge of and ability to make practical application of customary practices, procedures, rules and regulations of the department, and ability to take authoritative action as situations demand.

Knowledge of local geographical area and ability to read maps, use emergency code terminology and clearly and calmly respond during stressful situations.

Knowledge of standard English grammar, spelling and punctuation and ability to appropriately receive and maintain typed log of all radio traffic information.

Practical knowledge of area law enforcement, EMS and fire demands, and ability to effectively perform the essential duties of the position. Ability to maintain officers' whereabouts at all times.

Ability to learn and understand basic communications systems in order to perform shutdowns and re-starts. Ability to coordinate E-911 and/or other systems groups in an emergency or as directed by the Chief of Police or designee.

Ability to type with speed and accuracy and effectively operate department equipment, including radio console, IDACS computer, department computer, fax machine, 911 system, in-house intercom phone, security system, headphone communication and mapping system. Ability to scan multiple monitors accordingly.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively listen, comprehend and communicate orally and in writing with co-workers, Department police officers, representatives of other law enforcement and public safety departments/agencies, and members of the public under various circumstances and situations, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to effectively receive and dispatch calls requiring emergency and informational assistance. Ability to condense large amounts of information into coherent typed remarks, and to use and understand a variety of acronyms and codes.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work irregular and/or extended hours.

Possession of a valid driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs a wide variety of communication duties according to established departmental policies and police procedures, making independent decisions and taking authoritative action in response to situational demands. Errors in decision or work are detected through resulting adverse effects, and may lead to loss of life to co-workers or public, and/or have detrimental effects upon department operations, including substantial property loss and inconvenience to members of the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, Department police officers, representatives of other law enforcement and public safety departments/agencies, and members of the public for a variety of purposes, including coordination and direction of police communication activities, enforcement of applicable laws and public safety. Incumbent engages in non-routine contact with callers requesting emergency assistance in situations that may jeopardize public safety.

Incumbent reports directly to Lead Dispatch, Chief of Police and/or designee.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a communications center, involving keyboarding, lifting/carrying objects weighing less than 25 pounds, close/far vision, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects. Incumbent is frequently exposed to stressful situations associated with emergency requests for assistance. Incumbent occasionally works irregular and/or extended hours.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Police Dispatcher for the Tell City Police Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name

Amended Job Duties/Description

Certification in currently recognized Emergency Medical Dispatch protocols, ability to read, understand, and apply instructions delivered to 911 callers for medical emergencies. Must maintain and update certification according to protocols and required hours for recertification. Must obtain CPR recognized by Priority Medical Dispatch and maintain current certification to supplement EMD.

Employee/Applicant Signature

Signature Date

Printed Name