



James Cetran
Chief of Police

*Wethersfield Police
Department*
250 Silas Deane Highway
Wethersfield, CT 06109



Tel 860 721-2900
Fax 860 721-2995

April 1, 2015

Dear Applicant,

Application closing date is May 1, 2015, at 4pm. Applicants must submit the Town of Wethersfield employment application and signed job description form by the closing date. Applications may be submitted in-person or by mail to the police department. Applications will be reviewed, checked for minimum qualifications, and eligible applicants will be contacted to proceed in the process.

Eligible applicants will be provided the date and time to participate in a practical skills evaluation. This phase of the test will involve a dispatch simulator.

Applicants who meet the threshold score for the above test will advance to the background investigation phase. Successful candidates will advance to the interview phase.

Applicants may review their test results upon request to the Administrative Bureau Commander. Questions and requests regarding special accommodations for testing should be directed to the undersigned. The Town of Wethersfield is an equal opportunity employer.

Best of Luck in Process,

Lt. Thomas Mitney

Lt. Thomas Mitney
Administrative Bureau Commander
Wethersfield Police Department
Thomas.mitney@wethersfieldct.com
860-721-2910



Town of Wethersfield

Certified Public Safety Dispatcher

POSITION SUMMARY:

Under the general supervision of the Chief of Police, or designee, receives and transmits emergency and administrative messages over a combined police, fire, and medical communications system.

MINIMUM QUALIFICATIONS:

Applicant must possess a high school diploma / GED, current state certification as a public safety dispatcher, and COLLECT / NCIC certification or ability to recertify without full retraining.

ESSENTIAL FUNCTIONS OF WORK:

Plans, organizes, and performs work according to standardized procedures. Receives telephone and radio calls, mechanical alarm signals for police, fire, or medical emergency services. Dispatches police vehicles by radio; receives and transmits orders and instructions using appropriate code language to police officers at the scene of an emergency. Coordinates with patrol supervisor, dispatches back-up units. Coordinates radio communications with State Police and other local police departments as needed. Receives fire emergency calls, or fire security system signal; sounds alarm, and monitors equipment, responds by radio. Dispatches police vehicle to emergency medical calls, notifies ambulance service to respond as needed. Uses computer terminal to input, retrieve, and transmit information from COLLECT / NCIC as well as domestic CAD and RMS systems. Receives and transmits information from DMV files to patrol officers. Receives and transmits calls to animal nine control officers. Reports major criminal or emergency calls to Chief of Police or Officer-in-Charge. Types and prepares file and records, court information files, and incident activity records. Maintains daily log, wrecker rotation log, and security systems files. Responds to after-hour informational calls for town departments. Monitors and reports minor maintenance issues on equipment. Reports equipment failure to supervisor. Monitors prisoner cells by internal television system. Performs related administrative-clerical duties as required.

REQUIRED KNOWLEDGE, SKILLS and ABILITIES:

Knowledge of public safety communications equipment and procedures.

Knowledge of police, emergency medical and fire operating procedures.

Knowledge of the interrelationships and functions of law enforcement agencies which cooperate with town police, emergency medical and fire functions.

Familiarity with town streets, reading maps, giving directions.

Ability to read maps and give directions.

Ability to deal effectively with simultaneous multiple aspects of emergencies.

Ability to establish priorities and identify probable appropriate responses to reported incidents.

Ability to elicit information quickly and accurately, especially under pressure.

Ability to use sophisticated video and audio recording and playback equipment, radio and switchboard equipment, video display terminals, and video monitors.

Ability to work with little or no supervision.

Ability to verbally communicate effectively under stressful conditions.

Ability to meet and deal with the public under stressful conditions.

Ability to type.

PHYSICAL AND MENTAL REQUIREMENTS/ WORK ENVIRONMENT: *(Required for essential duties; reasonable accommodations will be considered under the Americans with Disabilities Act. This list is not all inclusive and may be supplemented as necessary).*

Mobility to get from one location in the office or work place to other locations in and outside from the primary office or work place.

Ability to sit and/or stand for long periods of time, ability to watch computer monitors for more than six hours per day.

Ability to reach and bend, and push/pull, lift or carry objects less than twenty pounds.

Ability to perform manipulative skills such as writing, using a keyboard or computer mouse with accuracy,

Ability to see and read objects closely as in reading / proof reading narrative or other reports. Ability to read and understand information, charts and/or diagrams from a computer monitor. Ability to see objects far away as in driving. Ability to discriminate between colors.

Ability to hear normal sounds with background noise as in hearing using a telephone. Ability to understand verbal communication and communicate through mechanical means. Ability to hear and process mechanical tones as well as mechanical generated communication.

Ability to communicate effectively in oral and written form. Ability to deal with the public and handle excited or unruly persons over the telephone.

Ability to maintain files and records as directed.

Ability to concentrate on complicated detail and complex issues with some interruption, under stress, and with changing priorities for more than three hours at a time.

Memory sufficient to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied or previously learned, such as computer system operation and department policy / procedure.

Ability to use knowledge and reasoning to solve complex problems.

Ability to recognize what is likely to be confidential information, and handle appropriately.

Ability to learn and apply new information, technology and legislation applicable to departmental activities.

Ability to distinguish between public and confidential information and handle appropriately.

Works in typical office setting subject to interruption, heavy traffic flow and heavy work volume expectations. Ability to work alone or in conjunction with others.

May be exposed to dust and electro-magnetic radiation from computer monitors.

By signing below, I indicate that I meet all of the above requisites and can perform the stated job functions under the stated conditions.

Signature

Date

Printed Name



TOWN OF WETHERSFIELD, CONNECTICUT

Department of Human Resources
505 Silas Deane Highway
Wethersfield, CT 06109
860-721-2802 FAX: 860-721-2994

APPLICATION FOR EMPLOYMENT

This application constitutes a part of the examination process. The Town cannot assume responsibility for the confidentiality of information provided on an employment application. It must be completed in full even if resumes or other supporting materials are attached. Please answer all questions fully and accurately. Applications may be rejected or receive lower ratings because answers are incomplete, vague or evasive. Your statements may be brief, but do not omit important information which may have relevance to the position.

POSITION APPLYING FOR: Certified Public Safety Dispatcher Date: _____

Name: _____
(Last) (First) (Middle)

Address: _____
(Street) (Town/City) (State) (Zip)

Home Phone: _____ Work Phone: _____

Are you either a U. S. Citizen or an alien authorized to work in the United States? Yes _____ No _____

Are you 18 years old or older? Yes _____ No _____

Can you perform the essential functions of the job for which you are applying with or without reasonable accommodation?

Yes _____ No _____

Do you have a valid driver's license? Yes _____ No _____ State: _____

Do you have a Commercial Driver's License? Yes _____ No _____

Are you COLLECT certified? Yes _____ Are you a CT certified Public Safety Telecommunicator? Yes _____

EDUCATION:

Name of School Attended	Address	Dates Attended From To	Did You Graduate?	Degree Awarded
High School/GED				
College				
Other				

EMPLOYMENT HISTORY: In the space provided below, give your employment history beginning with your **most recent** employer. You **must include both the month and year** of employment history. List all positions held. Include any applicable military and voluntary positions. If required, attach additional information.

Name of Employer: _____ Phone: _____

Address: _____

Name & Title of Supervisor: _____ May We Contact? _____

Your Job Title: _____ Employed: Full Time _____ Part Time _____

Employed From: _____ / _____ To: _____ / _____ Salary: \$ _____ / _____
Mo. Year Mo. Year Starting Final

Duties and Responsibilities: _____

Reason for Leaving: _____

Name of Employer: _____ Phone: _____

Address: _____

Name & Title of Supervisor: _____ May We Contact? _____

Your Job Title: _____ Employed: Full Time _____ Part Time _____

Employed From: _____ / _____ To: _____ / _____ Salary: \$ _____ / _____
Mo. Year Mo. Year Starting Final

Duties and Responsibilities: _____

Reason for Leaving: _____

Name of Employer: _____ Phone: _____

Address: _____

Name & Title of Supervisor: _____ May We Contact? _____

Your Job Title: _____ Employed: Full Time _____ Part Time _____

Employed From: _____ / _____ To: _____ / _____ Salary: \$ _____ / _____
Mo. Year Mo. Year Starting Final

Duties and Responsibilities: _____

Reason for Leaving: _____

REFERENCES: Give the names of at least three persons, other than relatives, who are familiar with your character, job qualifications and work performance to provide information about you. Please provide **complete** address and phone number of reference.

Name	Address	Phone	Relationship

SPECIALIZED TRAINING OR SKILLS: List any special qualifications or experience which you feel may qualify you for the position for which you are applying (include licenses, certifications, areas of research, professional memberships, seminars and special awards.)

Complete if applicable: I have the following skills:

Typewriter Personal Computer Word Processing

Word Processing Used: _____

Other Computer Programs Used: _____

ADDITIONAL INFORMATION:

To help us better evaluate your qualifications for a Town position, use this space to provide any additional information necessary to describe your full qualifications.

Have you ever been convicted of a law violation other than a minor traffic offense? Yes ____ No ____

If yes, please explain: _____

(Note: Conviction of a crime is not an automatic bar to employment. All circumstances will be considered.)

Have you ever been fired or asked to resign from a job? Yes ____ No ____

If yes, please explain: _____

CERTIFICATION: Please read the following and sign where indicated.

1. I certify that there are no misrepresentations, omission or falsifications in the foregoing statements and answers and that the entries made by me are true, complete and correct to the best of my knowledge and belief. I realize that falsification of any information on this application may be grounds for rejection of this application or termination of employment, if the falsification is discovered after employment commenced.
2. I understand that failure to follow directions and complete all sections of this application is grounds for immediate dismissal from the recruitment process.
3. I give my consent to the Town to check with personal references, medical records, previous employers and educational institutions concerning my past employment and personal history including driving and criminal records.
4. I release the Town, previous employers and educational institutions from any liability arising from disclosure of information concerning my employment or personal history.
5. The acceptance of this application does not constitute an employment agreement. In the event I am employed by the Town, I agree to comply with all of its orders, rules and regulations.
6. Proof of citizenship or employment eligibility in accordance with the Immigration and Reform and Control Act of 1986 will be required at time of appointment.
7. The Town reserves the right to conduct pre-employment drug and alcohol testing of all applicants. Applicants will be required to pass a test for drugs and abuse/or alcohol misuse. Failure to pass such test will result in the withdrawal of any offer of employment. Applicants for safety sensitive positions or those requiring CDLs will become participants in the Town's Drug and Alcohol Testing Program.

I hereby acknowledge that I have read the above statements and understand them.

Signature

Date: _____

Please Print Name

COMPLETE ONLY IF HIRED BY THE TOWN:

"I certify that my completed application is truthful and accurate. I further certify that there have been no changes in the information provided on the application from the time of its completion to my date of hire."

Signature

Date: _____

**TOWN OF WETHERSFIELD, CONNECTICUT
VOLUNTARY AFFIRMATIVE ACTION QUESTIONNAIRE**

INSTRUCTIONS: Each applicant for employment with the Town of Wethersfield is requested to complete the following questions. This information is needed for compliance with governmental selection requirements and for EEO reports. It will be removed when your application is reviewed and kept separate from the regular application. The information you provide will not be considered in the employment process. Completion of this questionnaire is not required and is strictly volunteer. Your cooperation in completing this is appreciated.

1, Position Applied For: _____

2. Sex: Female _____ Male _____

3. Age:

16 or less _____ 17 to 25 _____ 26 to 40 _____ 41 to 65 _____ 66 or older _____

4. Ethnic Group: (check one)

White _____ Black _____ Hispanic _____ Asian American _____

American Indian _____ Other _____

How did you hear about this position?

___ Advertisement _____ Publication _____

___ Connecticut Employment Service

___ Community or Professional Organization/ Agency Name: _____

___ Referred by Town Employee

___ Other

Name: _____ Date: _____

Address: _____ Town/City _____ State _____ Zip _____