



TOWN OF SUFFIELD POLICE DEPARTMENT IS NOW ACCEPTING APPLICATIONS FOR DISPATCHERS

JOB OVERVIEW

Department: Suffield Police Department

Type: Dispatchers

Salary: \$25.88 - \$32.37 per hour

Location: Suffield, CT

TOWN OF SUFFIELD

The Town of Suffield is located in the northern Connecticut River Valley, bordering Massachusetts, within 16 miles of Hartford and 8 miles of Springfield, Massachusetts. The Town has an approximate population of just under 16,000. The Suffield community is spread over 42.9 square miles and prides itself on its rich history of farming and agricultural work, as well as retail and commercial business. The Town of Suffield Police Department adheres strictly to its mission to safeguard life and property in partnership with the community, and doing so by maintaining honor and integrity, and conducting ourselves with the highest ethical standards. We are a progressive police agency embracing modern police practices and a community policing philosophy to help improve our level of service. We believe this to be accomplished by working with the community to prevent crime, solve problems, make arrests, and improve the quality of life in our community. Visit www.suffieldct.gov for more information.

GENERAL DUTIES

The Town of Suffield is seeking interested applicants to apply for the position of Full-Time Public Safety Dispatcher. Starting salary is \$54,037.44 includes a generous benefits package. Current Connecticut certified public safety dispatchers will be given preference. This is a full time (40 hour per week), hourly position in the Police Department. Some of the duties include but are not limited to providing dispatch and communication support services for Police, Fire, Ambulance services and general Town departments. Act as first point of contact for emergency and non-emergency calls. Perform various administrative duties; deal with general public and law enforcement officials. Perform related work assignments as required. Additional information about the Town of Suffield and the Suffield Police Department can be found at www.suffieldct.gov

SUPERVISION RECEIVED

Works under the immediate supervision of the Chief of Police or his authorized agent(s) as delegated.

SUPERVISION EXERCISED

None.

EXAMPLES OF DUTIES

Receive and respond to a variety of emergency and non-emergency services and complaints over radio, telephone, computer and teletype; determine and assign the level of priority of call and enters data into a computer aided system; ask vital questions and provide pre-arrival instructions for emergency medical calls; monitor and operate radio console and computer equipment; dispatch and coordinate the responses of public safety from general public, other law enforcement agencies, fire services and ambulance services; transmit instructions and information to police cruisers, fire trucks, and other town equipment; monitor and respond to a variety of automatic alarms of fires and burglaries; keep records of the nature of messages and broadcasts received; make clerical entries, indexing, filing and perform related work as required.

SALARY/BENEFITS

- Starting Salary: \$54,037.44 to \$67,329
- Thirteen Paid Holidays Per Year • Paid Vacation Days • Health Insurance • 457 Retirement Plan • Short Term Disability, Long Term Disability and Life Insurance

MINIMUM QUALIFICATIONS

- Communicate effectively through clear speech and hearing.
- Deal with the public in a positive and professional manner.
- Ability to respond quickly and calmly to emergency and stressful situations.
- Ability to use logic and reasoning to reach conclusions and approaches to problems.
- Must be organized and adept at multi-tasking, following written and oral instructions, ability to write clearly and spell correctly, have clerical aptitude to keep accurate and organized records.
- Ability to operate computers and telecommunications systems including; teletype operations and procedures.
- Must pass pre-employment process, twelve month probationary period, become NCIC/COLLECT certified, EMR certified and successfully complete telecommunication certification.
- Connecticut Certified Telecommunicators are preferred.

PHYSICAL REQUIREMENTS

Applicants must have reached their eighteenth birthday; must have agility and endurance, undergo a background investigation that meets all local, state and federal requirements as well as a psychological examination, drug screening, and all physical examinations, which may include both a vision and hearing test.

CITIZENSHIP AND CHARACTER

Candidates must have authorization to work in the United States, be of good moral character with no record of dishonorable discharge from any police or fire department or from the armed forces of the United States and no record of conviction for repetitive motor vehicle violations, misdemeanor offense or conviction of a serious misdemeanor involving moral turpitude or conviction of a felony.

HIRING PROCESS

The selection process will include, at a minimum, a detailed review of your application packet, and the successful completion of the department's selection process which includes but may not be limited to the following:

- Oral Examination (Passing 70%)
- Chief's Interview
- Detailed Background Investigation
- Medical Examination
- Psychological Evaluation

HOW TO APPLY

Applications will *only* be accepted online at www.PoliceApp.com/SuffieldCT

All communications and notifications from Suffield Police Department will be done by email through PoliceApp.com. Please log in to your account on regular basis to read and confirm all emails. If you have any questions about the hiring process please contact Captain Robert Palmer at (860-668-3880) or email jcanon@suffieldct.gov.

The Town of Suffield is an equal opportunity employer m/f/d/v. The above posting is intended as a guide and is not a complete description of the position or process.