

CITY OF CONNEAUT  
POLICE DEPARTMENT  
PART-TIME DISPATCHER

**Responsibilities**

Under the supervision of the Officer in Charge of the Police Department, the Communications Operator/Dispatcher is responsible for variety of duties and tasks. Some of these duties include answering telephone and E-911 and operation of a 2-way radio for the police and fire departments; shall dispatch police and fire personnel and equipment to meet emergency requirements; shall dispatch personnel and equipment to service calls where needed.

**Examples of Duties**

These are examples only. Any employee may be required to perform other duties in an emergency, or for short periods of time when substituting for another worker who is on authorized leave without change in title or rate of pay.

1. Answer telephone calls and operate E-911 computer system for agency services and emergencies.
2. Dispatch Police, Fire, and EMS for emergencies and calls for service.
3. Maintain and type radio logs, complaints, incident reports, bond, and book arrest data for traffic citations, misdemeanor and felony arrests.
4. Operate LEADS computer to obtain information and to enter data, etc.
5. Greet visitors and complainants at police lobby window, take messages for departmental personnel and write messages for return calls or visits.
6. Prepare documents for court appearances and hearings, file arrest information
7. Monitor jail/police station door system/electronic locks
8. Activate jail/ police station door system/electronic locks.
9. Monitor inmates in jail detox cell, as well as inmates in dayrooms.
10. Monitor alarm systems in communication center.

11. Make telephone call for officers, etc. as needed while they are handling calls for service.

### **Necessary Knowledge, Skills and Abilities**

Must have the ability to speak clearly and distinctly at all times. Ability to think and act promptly in emergencies. Ability to analyze a situation accurately and take or suggest an effective course of action. Physical and mental ability to work effectively under all conditions encountered. Ability to develop and maintain an effective working relationship with associates and the general public. Knowledge of FCC Rules and Regulations applying to operator's responsibilities. Knowledge of modern office practices. Ability to maintain records and prepare reports.

### **Minimum Training and Experience**

The applicant should possess these at the time of interview.

1. High School Diploma. A certificate of high school equivalency (GED) will be accepted in lieu of a diploma.
2. Minimum of 18 year of age.

### **Additional Requirements**

All employees hired in the capacity of part-time dispatcher will undergo the following procedure.

1. Interview with the Chief of Police and Interview Committee consisting of at least one additional police officer and a full-time dispatcher.
2. Top candidates chosen will be appointed by the City Manager, with the final appointment contingent upon the following.
  - A. Passing of medical examination. (Psychological examination may also be required).
  - B. Passing of Criminal History Check through L.E.A.D.S. and the submission of a fingerprint card to BCI in London, Ohio for a records check.
  - C. Background investigation conducted by police department to include prior work history, personal references etc.
  - D. Successful candidate must pass all training, and a six-month probationary period.

- E. Willingness and ability to work weekends, holidays and various shifts. Shifts will vary, and will mostly consist of fill-in positions to cover full-time dispatcher vacation, holidays, or scheduled sick time.
- F. Must maintain a current telephone number on file with the police department
- G. Ability to understand and conform to department policies, procedures, rules and regulations.
- H. Above all, must be able to multitask
- I. Starting pay of \$13.97/hr.

**Applications/Resumes can be picked up at: Conneaut Police Department 294 Main Street Conneaut, OH 44030 and returned/submitted to the Records Department.**