

# West Cities Police Communications Center

## PART-TIME DISPATCHER SUPPLEMENTAL QUESTIONNAIRE

**Instructions:** This questionnaire must be completed and submitted with the employment application for the position of Part-Time Dispatcher. Please print or type clearly your responses to the questions below. Incomplete information will cause disqualification from the selection process. If necessary, please use the reverse side of this form or additional pages to complete your response. If a question does not apply, write "NA" in the space provided. Negative responses to any of the following questions will not necessarily result in your disqualification from the selection process.

1. I possess a POST Basic Dispatcher Certificate or equivalent.  Yes  No

If equivalent, please provide an explanation: \_\_\_\_\_

\_\_\_\_\_

2. Describe the extent of your public safety dispatch experience (police and/or fire). Include name of employer, dates and length of time within the assignment that you performed public safety dispatch work and indicate type of work (call taker, radio dispatcher).

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\_\_\_\_\_  
\_\_\_\_\_

3. Describe the extent of your police-related experience involving police community service work with public contact. Include name of employer, dates and length of time within the assignment that you performed police-related public/customer contact work and indicate type of contact (phone, person-to-person, matters handled).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Please list any current (within the past 3 years) college/university level coursework or training related to the field of law enforcement or police dispatching which you have completed. Include name of college/university and course name(s). If you have attained an AA, BS or MS in a related field, list degree and field of study only.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. List the type(s) of computer aided dispatch (CAD) and/or records management systems (RMS) you have worked on. Include name of system, dates and level of user for each system (dispatcher, records clerk, system administrator, trainer, etc).

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\_\_\_\_\_  
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6. List the type(s) of emergency dispatch/telecommunications equipment you can operate.

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7. List computer hardware and software which you possess current operational knowledge.

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8. List the type of confidential information you have worked with in your work experience. From your point of view, list the consequence(s) of this information being handled incorrectly.

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9. List the type of information you have worked with which has called for you to evaluate and make a decision for action. Be specific.

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10. This position requires that an incumbent work a minimum of twenty (20) hours per month. Are you willing and able to work this type of schedule.  Yes  No

11. This position requires that an incumbent be available to perform shift work (days, nights, graveyard), including working on holidays and weekends. Are you willing and able to work this type of schedule?  
 Yes  No

12. This position requires that an incumbent be available to be called in to work on short notice and/or held over to cover unexpected vacancies. List your availability. Be specific regarding days and hours that cover a 24 hour, 7 day per week period.

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**In your own words, why do you want to be a Part-Time Dispatcher?**

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**"I hereby certify that my responses to this supplemental questionnaire are true and accurately reflect my related experience. No attempt has been made by me to misrepresent my qualifications for the purpose of obtaining employment as a Part-Time Dispatcher."**

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**Applicant Signature**

\_\_\_\_\_  
**Date**