

**The Rensselaer Police Department is accepting applications for the full time position of Dispatcher. Applicant must be available and willing to work rotating shifts, including nights, holidays and weekends. High School Diploma or GED required. Minimum starting pay of \$16.67 per hour. Benefits include health insurance, 2 weeks vacations after one year, 14 holidays, 8 sick days and 4 personal days a year. Applications are available in person at 201 S. Cullen St. or can be downloaded online at [www.cityofrensselaerin.com](http://www.cityofrensselaerin.com). Applications must be returned in person to 201 S. Cullen St. or by US Mail to the, Rensselaer Police Department, P.O. Box 280, Rensselaer, IN 47978 on or before the close of business on Tuesday May 24, 2022.**

APPLICATION FOR POLICE DISPATCH SERVICES  
DEPARTMENT OF POLICE  
RENSSELAER, INDIANA

Please carefully read all instructions, prior to filling out the application.

Fill out the application with a typewriter or in black ink. If any inquiry does not apply to you, print "Does Not Apply" in the space provided.

If you make a mistake on this application form, you may request another copy from the police department, or download another copy.

The department reserves the right to refuse acceptance of any application that is not properly completed or that contains errors or omissions. A sloppy application, or an application with numerous spelling or grammatical errors, will not be accepted for processing. Applications may be returned to you for correction or clarification.

Include a copy of the following:

1. Birth Certificate
2. High School Diploma and/or College Diploma

If any answers require more space than that which is provided, print "See Attachment" in the proper space, then attach a white eight and a half (inch) by eleven (inch) piece of paper to the back of the application, number the answer by question number, and print the answer.

If accepted, applications are kept on file until: a) the applicant is disqualified by test or a background exam; b) the applicant refuses an offer of employment; or c) the applicant notifies the department that employment is no longer desired. The department reserves the right to dispose of applications one (1) year after submitted, at which time they become inactive.

Return the applications to the Rensselaer Police Department in person at 201 S. Cullen Street., or mail it to the police department at P.O. Box 280, Rensselaer, IN 47978

Discard this sheet before turning in the application.

Please put application in a Large Manila Envelope. Write on the outside of the envelope Dispatch Application enclosed, please seal it.



**RENSSELAER POLICE DEPARTMENT**

201 S. Cullen Street  
P.O. Box 280  
Rensselaer, IN 47978

MATTHEW A. ANDERSON  
CHIEF OF POLICE

**Name:**

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

Last First M.I.

**Address:**

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

Street City State Zip

**Phone Number:**

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

Home Cell Work Email

**Position(s) Applying For:**

|  |
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|  |
|--|

\*\*\*\*\* DO NOT WRITE BELOW/ FOR OFFICE USE ONLY \*\*\*\*\*

Application Received \_\_\_\_\_ Reviewed By \_\_\_\_\_

Status \_\_\_\_\_ Notified Of Test On \_\_\_\_\_

Test Dates \_\_\_\_\_

Test Results \_\_\_\_\_ Assigned To Investigator \_\_\_\_\_

Investigation Results \_\_\_\_\_ Oral Board On \_\_\_\_\_

Oral Board Results \_\_\_\_\_

Job Offer Made \_\_\_\_\_ For Position Of \_\_\_\_\_

Offer Was \_\_\_\_\_ Starting Date \_\_\_\_\_

## Part 1/ Personal Data

1.) Enter any nicknames

|  |
|--|
|  |
|--|

2.) If you have ever changed your name enter your former name and reason for change

|  |
|--|
|  |
|--|

3.) Year of name change

4.) Court of Record

|  |  |
|--|--|
|  |  |
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5.) Place of Birth and Address

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## Part 2/ Former Addresses

List below all former addresses and how long you lived at each. Include college, boarding school, ect.

|        | 1.) | 2.) | 3.) |
|--------|-----|-----|-----|
| Street |     |     |     |
| City   |     |     |     |
| State  |     |     |     |
| Zip    |     |     |     |
| Dates  |     |     |     |

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## Part 3/ Family Information

List below requested information on your parents, spouses, brothers, and sisters

|         | Father | Mother |
|---------|--------|--------|
| Name    |        |        |
| Address |        |        |
| Phone   |        |        |

Family Information, Continued

**Father**

**Mother**

Occupation

|  |  |
|--|--|
|  |  |
|--|--|

Place of Employment

|  |  |
|--|--|
|  |  |
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Marital Status

|  |
|--|
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Spouse Name

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|  |
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Maiden Name

|  |
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|  |
|--|

Address

|  |
|--|
|  |
|--|

Age

|  |
|--|
|  |
|--|

List names and addresses of any former spouse below

|         | 1.) | 2.) |
|---------|-----|-----|
| Name    |     |     |
| Address |     |     |
| Phone   |     |     |

List name and ages of brothers and sisters

|      | 1.) | 2.) | 3.) | 4.) |
|------|-----|-----|-----|-----|
| Name |     |     |     |     |
| Age  |     |     |     |     |

**Part 4/ Education**

Provide the name, address and graduation year for the following schools

Grade School

Middle School

High School

|           |  |  |  |
|-----------|--|--|--|
| Name      |  |  |  |
| Address   |  |  |  |
| Grad Year |  |  |  |

High school Grade Point Average (GPA)

|  |
|--|
|  |
|--|

High school class rank

|  |
|--|
|  |
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## Education, Continued

List below any college, university, or tech school attended along with address, graduation year, degree, minor and grade point average (include what scale GPA is on)

|           | 1.) | 2.) | 3.) |
|-----------|-----|-----|-----|
| Name      |     |     |     |
| Address   |     |     |     |
| Grad Year |     |     |     |
| Degree    |     |     |     |
| Minor     |     |     |     |
| GPA       |     |     |     |

List Below any attendance at any law enforcement academy

|                     |  |
|---------------------|--|
| Name of Academy     |  |
| In The State Of     |  |
| Mailing Address     |  |
| Dates of Attendance |  |
| Firearms Ranking    |  |
| Academic Average    |  |

List below your attendance at any vocational, trade, or law enforcement schools. Include name or title, address, any certification earned, and the year attended

|               | 1.) | 2.) | 3.) |
|---------------|-----|-----|-----|
| Name/Title    |     |     |     |
| Address       |     |     |     |
| Certification |     |     |     |
| Year          |     |     |     |

## Part 5/ Previous Employment

List below previous employers from current employment to first employment

1.)

2.)

3.)

Company  
Address & Phone

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

Dates

|  |  |  |
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|  |  |  |
|--|--|--|

Salary

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

Duties

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

Reason for  
Leaving

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

4.)

5.)

6.)

Company  
Address &  
Phone

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

Dates

|  |  |  |
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|  |  |  |
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Salary

|  |  |  |
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|  |  |  |
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Duties

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Reason for  
leaving

|  |  |  |
|--|--|--|
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**Part 6/ Military Service**

Please advise below branch of service, service dates, highest rank, duties, and training

| Branch: | Dates: | Highest Rank: | Duties/Training: |
|---------|--------|---------------|------------------|
|         |        |               |                  |

Citations (Exclude unit citations)

|  |
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Duty Stations:

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Have you ever been court martialed? If yes, explain.

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Do you have Reserve or National Guard obligations? If yes, describe requirements.

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**Part 7/ Criminal and Traffic Record**

List below if you have ever been cited for a traffic violation or warning, give requested details below

| Charge | Date | Police Dept | Disposition |
|--------|------|-------------|-------------|
|        |      |             |             |
|        |      |             |             |
|        |      |             |             |

List below if you have ever been involved in a traffic accident, give requested details below

| Date | Police Dept | Details | Were you at fault? |
|------|-------------|---------|--------------------|
|      |             |         |                    |
|      |             |         |                    |
|      |             |         |                    |

Give your drivers license information below

| Type of License | State of Issue | DL Number | Restrictions | Ever been suspended? |
|-----------------|----------------|-----------|--------------|----------------------|
|                 |                |           |              |                      |



List below if you have ever been charged with a criminal violation, give requested details below.

| Date | Police Dept | Charge | Disposition |
|------|-------------|--------|-------------|
|      |             |        |             |
|      |             |        |             |
|      |             |        |             |

**Part 8/ References**

List four (4) people who have known you greater than six (6) months. Please DO NOT LIST RELATIVES.

| Name and Address | Phone | Occupation | Length Known | Approximate Age |
|------------------|-------|------------|--------------|-----------------|
|                  |       |            |              |                 |
|                  |       |            |              |                 |
|                  |       |            |              |                 |
|                  |       |            |              |                 |

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**Part 9/ Memberships**

List the names of any civic or trade organizations to which you belong

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## Part 10/ Skills

Place an X to the left of each skill that you possess listed below. Provide documentation if possible.

|  |                     |  |   |  |                                |
|--|---------------------|--|---|--|--------------------------------|
|  | Clerk               |  | Certified Traffic Accident Investigator |  | Martial Arts                   |
|  | Shorthand           |  | Radio Dispatcher                        |  | Armorer                        |
|  | Bookkeeping         |  | Breathalyzer                            |  | Mechanic                       |
|  | Legal Secretary     |  | Fire Investigation                      |  | Psychologist                   |
|  | Computer Experience |  | Crime Scene Tech                        |  | Foreign Languages (list below) |
|  | Microsoft XL        |  | MD 1 <sup>st</sup> Responder            |  |                                |
|  | Microsoft Word      |  | Emer MD Tech/ EMD                       |  |                                |
|  | Microsoft Excel     |  | Paramedic                               |  |                                |

## Part 11 / COMMUNICATIONS Personnel Essential Job Functions

1. Monitor radio and other communication devices to receive information and complaints and to maintain awareness of activities in and around jurisdictional boundaries and maintain awareness of officer activity.
2. Communicate effectively and coherently over law enforcement radio channels and fire department radio channels while initiating and responding to radio communications. .
3. Receive and solicit information from citizens about complaints or concerns and logically organize that information to be disseminated to and acted upon by patrol officers.
4. Effectively communicate with people, including juveniles, by giving information and directions.
5. Endure verbal and mental abuse in person and over the telephone when confronted with the hostile views and opinions of suspects, complainants, and other people encountered in an antagonistic environment.
6. Create a written or electronic (computer) record of complaints, activity, radio log, fire log, traffic enforcement, or any other record required as business necessitates.
7. Record information in a complete, organized, and expedient manner as received over the telephone, in person, and over the radio.

8. Operate a computer system to include keyboard, hardware, and software as instructed, to maintain records and to process inquiries and type reports.
9. Operate a manual or electric typewriter or computer keyboard at a level of commonly accepted proficiency.
10. Read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, warnings, affidavits, reports, arrest cards, complaint forms, and court orders for record-keeping.
11. Demonstrate communication skills in court and other formal settings.
12. Physically file reports, traffic citations, and other documents in the proper place and retrieve same when needed.
13. Retrieve paperwork, forms, reports, supplies and equipment from shelves in the closet possibly requiring the use of a stepping stool or stepladder.
14. Be able to work rotating shifts including all hours of the day, weekends, holidays, and occasionally fill in for absent personnel on own scheduled days off.
15. Maintain uniforms in clean, presentable condition.
16. Maintain radio room in neat, clean, and professional condition.
17. Accept constructive criticism with a positive attitude.

Note: The successful applicant must be able to perform **ALL** of the above essential job functions of an inexperienced radio/police dispatcher, unassisted, and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of communication skills to include vision, hearing and speaking.

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## **Part 12/ Essay**

Please include a brief, carefully written essay (2 pages or less) explaining;

- A) Why you desire employment in the law enforcement field and;
- B) Describe the attributes you can offer to the Rensselaer Police Department as an employee.

Please attach essay using separate sheets.

**Part 13/ Waivers**

**Please sign all of the following waivers**

I understand that in the event my application is accepted, the actual date of my employment is the date I actually commence work. If I am employed, I agree to comply with the Statements of Policy and the Standard Operation Procedures of the Rensselaer Police Department, and the rules and regulations of the City of Rensselaer. I further understand my employment will be subject to the probationary period established by Statements of Policy on employees.

X \_\_\_\_\_

I authorize investigation of any and all statements made in this application and do hereby release all persons, companies, and corporations from any liability due to the release of this information.

X \_\_\_\_\_

I do hereby authorize the release of any information from schools which I have attended including academic and disciplinary information and release all persons responding to the inquiry from any liability incurred due to the release of this information.

X \_\_\_\_\_

I hereby authorize military authorities to respond to any inquiry concerning my military service and release the United States government and all persons responding to this inquiry from all liabilities due to the release of this information.

X \_\_\_\_\_

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Signature of Applicant

Witness \_\_\_\_\_

Witness \_\_\_\_\_