

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 \$21.67 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 cityofrensselaer.in.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 December 5th, 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

--	--

5.) Place of Birth and Address

--	--

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			

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

--	--

Marital Status

--

Spouse Name

--

Maiden Name

--

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

--

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

--	--	--

Salary

--	--	--

Duties

--	--	--

Reason for
Leaving

--	--	--

4.)

5.)

6.)

Company
Address &
Phone

--	--	--

Dates

--	--	--

Salary

--	--	--

Duties

--	--	--

Reason for
leaving

--	--	--

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)

--

Duty Stations:

--

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

--

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

Part 9/ Memberships

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

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 st 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.

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 _____