



Groveland Police Department



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GROVELAND POLICE DEPARTMENT **Part-time Dispatcher Position**

ESSENTIAL FUNCTIONS: The Groveland Police Department is filling the position of part-time dispatcher. The appointment date is open until filled, with a one (1) year probationary period. The duties and responsibilities are copied from the department's policy and procedures manual and pasted below:

DISPATCHER

A. SUMMARY

Communications is the lifeline between the public and the need for emergency assistance. It also ensures that on-duty police officers have the means for constant radio communications and informational data. It is of the utmost importance that qualified personnel are on-duty in the Communications Centers at all times. Should a breakdown of coverage occur, the lives and well-being of the public as well as responding emergency personnel could be jeopardized.

B. DUTIES AND RESPONSIBILITIES

1. Answer all incoming telephone calls in a timely, calm, and civil manner and relay the information to the appropriate person or agency.
2. Immediately relay all emergency and service calls to the patrol officers on duty.
3. Be familiar with the emergency procedures to dispatch the proper agencies.
4. Keep all personnel dispatched to a call fully informed of any new information received relating to that call and respond to any requests made by the officer on the scene.
5. Acquire sufficient knowledge of the streets, businesses, and other significant areas in the town to dispatch calls accurately. Have complete knowledge of all communication equipment such as the CJIS in-house computers the 911 system office equipment and the telephone equipment.

6. Report any malfunction or defect in the communications equipment to the Officer-In-Charge.
7. Use the watch tour monitor when there is a prisoner in a cell and monitor the prisoner on the surveillance cameras as well as all surveillance cameras monitored in the dispatch area.
8. Be certified in CPR.
9. Follow all departmental policies and procedures and follow all directives and orders from the Chief of Police or his/her designee.

QUALIFICATIONS:

- Successful completion of all required State 911 certification courses as well as completing the Groveland Police Department's in-house training.

SHIFT SCHEDULE: As needed for a 24/7 rotation.

BENEFITS: None

DEADLINE: Open until filled

INTERESTED CANDIDATES: Present a resume and cover letter to Sgt. Steven Petrone @ spetrone@grovelandpolice.com or to the Groveland Police Department 181 Main St. Groveland, MA 01834

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