

PLAINFIELD POLICE DEPARTMENT



Mario A. Arriaga
Chief of Police

Town of Plainfield, Connecticut

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www.plainfieldctpolice.com



William D. Wolfburg
Deputy Chief of Police

EMPLOYMENT APPLICATION FOR THE POSITION OF POLICE DISPATCHER/CLERK

Dispatcher/Clerk Minimum Qualifications:

- High School Diploma or GED
- Must be 18 years of age or older
- Valid Motor Vehicle Operator's License
- Absolutely:
 - NO Felony Convictions
 - NO Domestic Violence Convictions
 - No **A** and/or **B** Misdemeanor Convictions
- Successfully pass an **extensive background investigation**

Employment:

The Plainfield Police Department would like to thank you for your interest in employment with our department. We are very dedicated in our objective of hiring only the most qualified individuals through our strong hiring standards. The Plainfield Police Department is required to operate 24 hours per day, 7 days per week, and any employee may be required to work any hours, days, or shift, including holidays and weekends. This is a condition of employment without exception.

Equal Opportunity Employer:

The Town of Plainfield is an Equal Opportunity Employer and encourages residents to apply for career opportunities. The Town of Plainfield will not discriminate because of race, sex or sexual orientation, age, national origin, disability or veteran's status.

Plainfield Police Department

Minimum Qualifications

EXPERIENCE AND TRAINING: Graduation from high school or equivalent.

LICENSE: Must possess and maintain a valid motor vehicle operator's license and satisfactory driving history. *An individual may not be considered for appointment if he or she has had a major violation within a three-year period, four or more motor vehicle violations other than major within a three-year period, or suspension or revocation of a license for any reason in the past five years. A valid Driver's License is required at the time of appointment.*

KNOWLEDGE, SKILL AND ABILITY: Knowledge of simple arithmetical procedures, knowledge of the meaning of common words, phrases and terms; ability to spell common words; ability to read and interpret simple passages; ability in elementary reasoning such as drawing accurate inferences from problems presented; ability to follow simple written and oral instructions; ability to deal with the public in a courteous manner, but varying one's technique as the situation demands; ability to apply various established department rules and procedures and laws and ordinances to situations.

PERSONAL ATTRIBUTES: Physical and mental courage, honesty and loyalty; integrity; neat personal appearance; ability to work under unpleasant working conditions; emotional stability; ability to observe and recall details; ability to think quickly and act decisively in emergencies. Candidates must meet the highest legal and ethical standards. No applicant will be accepted with any drug related conviction, felony conviction, conviction for any Class A or Class B misdemeanor or any conviction for domestic violence.

NOTE: Applicants may exclude any convictions or arrests which have been erased from your record pursuant to Connecticut General Statutes §§ 46b-146, 54-760 or 54-142a. Erased records include the following: (a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or "nolled"; (d) a criminal charge for which the person was found not guilty; and (e) a conviction for which the person received an absolute pardon. For erased convictions or arrests you are considered to have never been arrested and may swear so under oath.

ESSENTIAL JOB FUNCTIONS: Maintaining effective and efficient operation of the department's dispatching system, computer system, police radio system, inter-town radio, and departmental telephones. Dispatchers shall answer all calls promptly and courteously and shall expeditiously route calls to their proper destination. Other functions include, but are not limited to, filing reports, maintaining logs, and preparing reports.

BACKGROUND INVESTIGATION: A thorough background and character investigation will be conducted for the specific purpose of obtaining pertinent data for the Plainfield Police Department to consider in determining suitability for employment as a Police Dispatcher/Clerk. Eligible candidates will be required to authorize a release of personal information, however personal or confidential it may appear to be, including but not limited to: educational, financial/credit agencies and institutions, medical history, employment history, legal complaints, arrests or convictions, and motor vehicle history.

ORAL INTERVIEW: A phase of the hiring process will include an Oral Interview with the Deputy Chief and/or Chief of Police. This phase of the examination is designed to aid in the determination of a candidate's maturity, communication skills and motivation for the position. The last phase will include a brief interview with the Board of Police Commissioners

DRUG SCREENING: The applicant will be subjected to a urinalysis drug test prior to employment. This test is to determine the absence or the presence of alcohol, heroin, cocaine, cannabis, fentanyl, any recreational or prescription drugs, etc. in my body through a urinalysis drug test. A positive test, refusal of test, failure to authorize the consent form, or failure to produce a specimen will result in removal from the hiring process.

The Police Chief reserves the right to reject any eligible candidate whom, on the basis of background and character investigation or medical examination, does not appear to be the most suitable qualified candidate for the position in accordance with provisions of Connecticut State Statutes, Town Ordinances, and Plainfield Police Department Rules and Regulations.

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Application for Employment

The application constitutes part of the examination process. Please answer all questions fully and accurately. Applicants will be rejected or receive lower ratings because of their answers being inaccurate, incomplete, vague, or evasive. Make your statements brief, but do not omit important information which will qualify you for the position.

All statements are subject to an investigation. Statements of fact found to be false, exaggerated, or misleading will result in your disqualification. Candidates may be rejected for any deficiency, abnormality, or disease that would impair one's ability to perform in the position of police dispatcher/clerk.

PERSONAL INFORMATION

LAST NAME: _____ FIRST NAME: _____ MI: _____

CURRENT ADDRESS: _____ City: _____ STATE: _____ ZIP: _____

TELEPHONE: (____) ____ - _____ ALTERNATE TELEPHONE: (____) ____ - _____

EMAIL ADDRESS: _____ BEST TIME TO CONTACT: _____

- DO YOU HAVE ANY CERTIFICATIONS RELATING TO DISPATCHING, SUCH AS, EMD AND COLLECT/NCIC? YES ☐ OR NO ☐ (IF YES, EXPLAIN) _____
- DO YOU HAVE ANYTHING TO NOTE THAT MAY PREVENT YOU FROM PERFORMING THE DUTIES OF A POLICE DISPATCHER? YES ☐ OR NO ☐ (IF YES, EXPLAIN BELOW) _____
- DO YOU USE ANY FORMS OF PRESCRIBED DRUGS, NON-PRESCRIBED DRUGS, OR INTOXICATING LIQUORS? YES ☐ OR NO ☐ (IF YES, EXPLAIN BELOW) _____
- DO YOU HOLD A VALID LICENSE FOR THE OPERATION OF MOTOR VEHICLES? YES ☐ OR NO ☐
LICENSE #: _____ STATE: _____ EXP: _____

ARMED SERVICE EXPERIENCE

ARMED SERVICE #: _____ SERVICE BRANCH: _____

DATE ENLISTED: _____ TO _____ DISCHARGED STATUS: _____

WHILE IN SERVICE, DID YOU RECEIVE ANY POLICE-RELATED TRAINING (SUCH AS MILITARY POLICE):

YES ☐ OR NO ☐ (IF YES, EXPLAIN:) _____

CRIMINAL / MOTOR VEHICLE RECORD

LIST ALL VIOLATIONS OF THE LAW (MISDEMEANOR AND/OR FELONY), INCLUDING MOTOR VEHICLE VIOLATIONS FOR WHICH YOU HAVE BEEN CONVICTED.

CITY AND STATE

EDUCATION

GRADUATION
DATE

ELEMENTARY:

HIGH SCHOOL:

COLLEGE:

OTHER:

SPECIALIZED TRAINING

LIST ALL SPECIALIZED TRAINING WHICH YOU HAVE RECEIVED WHICH WILL BETTER SUIT YOU FOR THE POSITION OF DISPATCHER:

[illegible]

EMPLOYMENT

LIST EMPLOYMENT IN REVERSE ORDER

NAME OF FIRM:		
ADDRESS OF FIRM:		
IMMEDIATE SUPERVISOR:		PHONE #:
POSITION HELD:		
CAUSE FOR LEAVING:		
STARTING DATE:		ENDING DATE:
NAME OF FIRM:		
ADDRESS OF FIRM:		
IMMEDIATE SUPERVISOR:		PHONE #:
POSITION HELD:		
CAUSE FOR LEAVING:		
STARTING DATE:		ENDING DATE:
NAME OF FIRM:		
ADDRESS OF FIRM:		
IMMEDIATE SUPERVISOR:		PHONE #:
POSITION HELD:		
CAUSE FOR LEAVING:		
STARTING DATE:		ENDING DATE:
NAME OF FIRM:		
ADDRESS OF FIRM:		
IMMEDIATE SUPERVISOR:		PHONE #:
POSITION HELD:		
CAUSE FOR LEAVING:		
STARTING DATE:		ENDING DATE:

REFERENCES

LIST THREE (3) REFERENCES THAT YOU HAVE KNOWN FOR AT LEAST THREE (3) YEARS.

DO NOT INCLUDE YOUR FAMILY.

1. NAME:		PHONE #:	
ADDRESS:		RELATIONSHIP:	
2. NAME:		PHONE #:	
ADDRESS:		RELATIONSHIP:	
3. NAME:		PHONE #:	
ADDRESS:		RELATIONSHIP:	

AVAILABILITY

WEEKDAYS: YES ☐ NO ☐

WEEKENDS: YES ☐ NO ☐

HOLIDAYS: YES ☐ NO ☐

SHIFTS: MIDNIGHTS 11:00 P.M. TO 7:00 A.M. YES ☐ NO ☐ DAYS: 7:00 A.M. TO 3:00 P.M. YES ☐ NO ☐

EVENINGS 3:00 P.M. TO 11:00 P.M. YES ☐ NO ☐

ADDITIONAL INFORMATION

IN YOUR OWN HANDWRITING AND ONLY USING THE SPACE BELOW, EXPLAIN WHY YOU WISH TO BE CONSIDERED FOR EMPLOYMENT WITH THE PLAINFIELD POLICE DEPARTMENT:

IMPORTANT – READ THE INFORMATION BELOW AND SIGN YOUR APPLICATION

My signature below certifies that the information provided in this application is correct and truthful. I realize that falsifying any information submitted may be grounds for rejection of this application or termination of employment. I also give consent to the Town of Plainfield to check previous employers, educational records, and references and release the Town of Plainfield, its agents and employees, and my present employers, educational institutions, and references from any liability that might arise from such disclosures. I further understand the acceptance of this application does not constitute an employment agreement. Failure to completely fill out this application may result in my disqualification from any further consideration of employment.

I ACKNOWLEDGE THAT I HAVE READ THIS INFORMATION AND THAT I UNDERSTAND THE REQUIREMENTS FOR EMPLOYMENT WITH THE TOWN OF PLAINFIELD.

X

SIGNATURE

DATE

Plainfield Police Department

Affirmative Action

Each applicant for employment with the Town of Plainfield is requested to provide the following voluntary information to be used solely for Affirmative Action reporting purposes. It will be detached when your application is filed and the information on it will be kept confidential and will not be considered in the employment process.

1. Ethnic Group (Please check one)

White ☐

Black or African
American ☐

Hispanic or Latino ☐

Amer. Indian/Alaskan
Native ☐

Asian ☐

Native Hawaiian or Other
Pacific Islander ☐

Two or more races ☐

2. Sex

Male ☐

Female ☐

3. Age

16 or less ☐

17-25 ☐

26-40 ☐

41-65 ☐

66+ ☐

4. Type of work desired (please indicate one preference)

- a) ☐ Administrative (Managerial or Dept. Head, etc.)
- b) ☐ Professional (Asst. Dept of Head, Police Lieutenant, Recreation Spv., Librarian, etc.)
- c) ☐ Technical (Engineering Aide, Police Sergeant, etc.)
- d) ☐ Protective Service (Police Officer)
- e) ☐ Office/Clerical (Clerk-Typist, Secretary, Accounting Clerk, Dispatcher, etc.)
- f) ☐ Skilled Craft (Equipment Operator, Mechanic, etc.)
- g) ☐ Service/Maintenance (Custodian, Laborer, Refuse Collector, etc.)
- h) ☐ Summer Employment

5. I applied to the Town of Plainfield in response to:

- a) ☐ Advertisement _____ (name of publication)
- b) ☐ Connecticut Employment Service
- c) ☐ Community or Professional Organization or Agency
- d) ☐ Referred by a Town Employee
- e) ☐ Website _____ (specify which site)
- f) ☐ Other