

The City of Moore, Oklahoma
EMPLOYMENT APPLICATION - PUBLIC SAFETY DISPATCHER

Thank you for your interest in the Public Safety Dispatcher position of the City of Moore. This is a highly challenging position which receives and relays information between persons who need assistance and our Police, Fire, Medical, and Emergency Management Departments. We literally ARE 9-1-1!

Position/Application Prerequisites

This application will not be considered if a typing test from a reputable agency is not attached. You must be able to type 35 words per minute with no mistakes. The Oklahoma Security Commission, at any location, will give typing tests Monday through Friday 9:00 - 11:00 and 1:00 - 3:00.

Public Safety Dispatchers must be at least 18 years old when hired.

The Public Safety Dispatcher position is a full-time position, requiring the ability to work rotating shifts and days off. Applicants who are not able or willing to work any shift assigned will not be considered.

This application is only the beginning of the hiring process for the Public Safety Dispatcher position. Other tests and interviews will be required, including polygraph and psychological tests.

Background Investigation

Due to the sensitive nature of our operation, we must conduct thorough background checks of our personnel. This is aided by the lengthy application that is attached. Answer each question fully and truthfully, and remember that all of the information provided is subject to verification. Any willful falsification of information given may result in immediate rejection of your application prior to employment, or may result in immediate discharge if employed.

Assistance in Completion of the Hiring Process

If you require assistance in completing this application form or if you require special testing due to a disability, please notify our Personnel Department.

Application Information Disclosure

If the City of Moore hires you, the information supplied on this employment application, except for your residential address, may be subject to disclosure through the Open Records Act of the State of Oklahoma. If you wish the City of Moore to consider other information regarding your qualifications for this position, you may separately submit a resume containing such documentation.

Equal Opportunity/Affirmative Action Employer

The City of Moore does not discriminate on the basis of race, color, religion, sex, national origin, age, marital or veteran status, political affiliation, disability or any other legally protected status.

Application

Print or type answers to each question clearly and completely. All questions must be answered. This is an application for employment and no employment contract is being offered.

Ability to Do Essential Job Functions

The City is concerned with your ability to perform the job and will not at this time consider your need for reasonable accommodation, except as necessary to complete the application form. If after reviewing your application form, verifying your responses, and conducting necessary interviews or tests, you are considered for this position and would need a reasonable accommodation to perform the essential job functions or demonstrate performance in the examination process, the parties will explore available alternatives. The City may conduct a pre-employment examination that will determine whether you can do the essential job functions of the position without substantial risk to yourself and the public.

Nepotism

Our City Charter in Section 8.6 states: "Neither the City Manager, the Council, nor any other authority of the City Government, may appoint or elect any person related to any Councilman, to the City Manager, or to himself, or, in the case of plural authority, to one of its members, by affinity or consanguinity within the third degree, to any office or position of profit in the City Government." The City's Personnel Manual in Section 3.13 further states that: "...No employee will work in the same department of the City with a relative by marriage or consanguinity in the third degree. Police and Dispatch will be considered one department, and Fire and Dispatch will be considered one department, under the nepotism policy."

Immigration Reform Act

At such time as you are extended an offer of employment, you will be required to furnish the following documentation to the City. You do not need to furnish it at this time, but will be required to furnish this to the Personnel Department if you are the successful applicant.

In accordance with United States Code, Title 8, Section 132A, the City of Moore must verify every individual's eligibility for employment in the United States. The Immigration and Naturalization Service and the United States Department of Labor require you to furnish the City of Moore with one of the following documents:

1. Social Security Account Number Card
2. Certificate of Birth establishing U.S. nationality.
3. Certificate of U.S. Citizenship
4. Certificate of Naturalization
5. U.S. Passport
6. Alien Resident / Alien Card with photo

Failure to furnish the City of Moore with the requested documentation will result in denial of employment with the City.

CITY OF MOORE

PUBLIC SAFETY DISPATCHER

FLSA Status: Non-Exempt

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To receive incoming calls for police, fire and emergency assistance; to provide emergency communication services; to gather, receive, record and disseminate information from police, fire and public safety officers and the general public to appropriate parties and agencies; and to perform a variety of technical dispatching tasks in support of the communications program.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory personnel.
Exercises no supervision.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Receive emergency service calls from the public requesting law enforcement, ambulance, fire or other emergency service; determine nature, location and priority of emergency; dispatch emergency units as necessary; answer regular phone lines transferring, referring or receiving information.

Monitor radio console with multiple channels and monitor 911 emergency lines; enter and cancel entries in the assigned system; monitor non-emergency lines and transfer calls to appropriate locations; operate various communication equipment in the performance of communication activities.

Answer non-emergency calls for assistance; take reports over the telephone; answer and dispatch maintenance service emergencies during evenings, weekends and holidays; contact appropriate personnel for response.

Monitor radio traffic from multiple radio channels; process all requests of police, fire, ambulance personnel on radio as needed; record and document by computer entry all calls dispatched; provide timely and accurate directions to public safety units responding to emergency calls; maintain daily log of all field calls and units dispatched.

Operate the in-house computer system for call entries and inquiries; use telecommunications systems to coordinate emergency calls and

relay information and assistance requests involving other law enforcement, emergency medical and fire agencies; monitor and operate TDD as needed.

Enter, update and retrieve information from NCIC and other criminal information systems relating to wanted persons, warrants, stolen property, vehicle registration, stolen vehicles and other information.

Perform data entry of various records in to the computer system; validate all files entered in to the computer, enter impounds into the computer, release impounds.

Inquire on requests for information including license plates, addresses, autos, and VIN'S; enter criminal history and driving records requests, complete log and distribute to requesting party.

Provide staff assistance to assigned supervisory personnel; prepare and present staff reports and other correspondence as appropriate and necessary

Coordinate communication activities with those of other divisions and outside agencies and organizations.

Marginal Functions:

Respond to public inquiries in a courteous manner in person and on the telephone; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of an emergency dispatch program.

Methods and techniques of emergency dispatching. Pertinent Federal, State and local laws, codes and regulations.

Basic principles and procedures of record keeping. Geographic features and street locations and names.

Policies and Procedures of receiving and processing emergency calls.

Procedures used in operating computer-aided dispatch and 911 systems.

Standard radio broadcasting and dispatch procedures and rules.

Operations, services and activities of the city.

English usage, spelling, grammar and punctuation.
Modern office procedures, methods and computer equipment.
Operational characteristics of telecommunications equipment.

Ability to:

Interpret, explain and enforce department policies and procedures.
Operate a variety of telecommunications equipment in a safe and effective manner.
Perform dispatching activities.
Effectively communicate with and elicit information from upset and irate citizens.
Work under pressure, exercise good judgement and make sound decisions in emergency situations.
Operate 911 equipment.
Operate a computer terminal, teletype and other office equipment.
Perform routine clerical activities.
Type at a speed necessary for successful job performance.
Work independently in the absence of supervision.
Interpret and apply Federal, State and local policies, laws, and regulations.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- recognizing and responding to questions
- speaking in a clear, audible voice
- distinguishing differences between colors
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgement
- prioritizing emergency and non-emergency situations
- answering questions
- demonstrating intellectual capabilities.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- working under extreme stress and pressure
- operating assigned equipment.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two years of public safety dispatch experience.

Training: Equivalent to the completion of the twelfth grade plus additional technical training related to public safety dispatching and use of related equipment.

License or Certificate:

Possession of or ability to obtain appropriate, valid drivers license may be required.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time;
General manual dexterity.

Personal Information

Full Name:		
Street Address/City/State:		
Mailing Address (if different from above):		
Home Phone:	Pager:	E-mail:
Date of Birth:	Age:	Social Security #:
Drivers License #:	DL State:	DL Expiration:
Any other Social Security or Drivers License numbers you have used:		

Fully explain any "yes" answer to the following questions on Page 9:

1. Yes No Are you a United States citizen?
 2. Yes No If you are not a U.S. citizen, are you legally eligible to work in the United States?
 3. Yes No Are you related to any City of Moore employee or City Council member?
 4. Yes No Have you applied for a Dispatcher position with the City of Moore or any other in the last five years?
 5. Yes No Does your drivers license have any restrictions?.
 6. Yes No Have you ever had a drivers license suspended or revoked?
 7. Yes No Do you have liability insurance on the vehicle you operate? (*explain if "no"*)
 8. Yes No Have you ever had your insurance policy cancelled?
 9. Yes No Number of traffic citations you have received in the past seven years?
 10. Yes No Have you ever been charged with Driving While Intoxicated or Driving While Impaired?
 11. Yes No Have you ever been charged with reckless driving of any type?
 12. Yes No Number of accidents you have been involved in as a driver for which you were charged or cited?
 13. Yes No Have you been involved in a serious accident(s) where you were the driver?
 14. Yes No Have you ever been arrested?
 15. Yes No Have you ever been placed in jail?
 16. Yes No Have you ever been detained?
 17. Yes No Have you ever received a conviction?
 18. Yes No Have you ever received a suspended sentence?
 19. Yes No Have you ever received probation?
 20. Yes No Have you ever been fingerprinted?
 21. Yes No Have you ever been expelled or suspended from any school or dropped out of school because of poor scholastic standing?
 22. Yes No Have you served in any branch of the Military?
 23. Yes No If you have served in the Military, were you honorably discharged?
- As used in this application and the following questions, subversive organization shall mean any group or organization which does not support Local, State and Federal Laws, and which advances its beliefs through violence and force.*
24. Yes No Have you ever advocated, advised or taught the doctrine that the government of the United States of America or of any state or any political subdivision thereof should be overthrown by force, violence or any unlawful means?
 25. Yes No Are you now or have you ever been a member of a subversive organization?
 26. Yes No Have you ever been connected or affiliated in any manner with, or have you ever attended meetings of any subversive organization?
 27. Yes No Have you ever paid, collected or solicited any money, dues, or contributions to, for, or on behalf of any subversive organization?

Residence Information

List each and every place you have resided in the past 10 years. Include the telephone number of your current landlord. Place additional locations on Page 9.

<i>From Date: (month/year)</i>	<i>To Date: (month/year)</i>	<i>Address:</i>	<i>City/State:</i>	<i>Landlord:</i>

Education Information

List high school(s), correspondence, business or technical schools, and colleges and/or universities attended. Exclude military schools. Place additional locations on Page 9.

<i>Attendance Dates:</i>	<i>Hours Completed:</i>	<i>School:</i>	<i>City/State:</i>	<i>Did you graduate? With what Degree?</i>

List all special educational honors, scholarships received, etc. List all memberships in school societies, fraternities, or clubs:

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Employment Information

List in chronological order all employment, including part-time, for the past 10 years. Begin with your current employer. Attach additional signed sheets, if necessary.

<i>Employer Name and Address:</i>		
<i>Dates of Employment (from/to):</i>	<i>Ending Salary:</i>	<i>Average Hours Worked/Week</i>
<i>Position Held / Duties & Responsibilities (be specific):</i>		
<i>Number & Occupation of Employees Supervised:</i>		
<i>Supervisor's Name, Title, & Telephone Number:</i>		
<i>Reason for Leaving:</i>		

<i>Employer Name and Address:</i>		
<i>Dates of Employment (from/to):</i>	<i>Ending Salary:</i>	<i>Average Hours Worked/Week</i>
<i>Position Held / Duties & Responsibilities (be specific):</i>		
<i>Number & Occupation of Employees Supervised:</i>		
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<i>Position Held / Duties & Responsibilities (be specific):</i>		
<i>Number & Occupation of Employees Supervised:</i>		
<i>Supervisor's Name, Title, & Telephone Number:</i>		
<i>Reason for Leaving:</i>		

<i>Employer Name and Address:</i>		
<i>Dates of Employment (from/to):</i>	<i>Ending Salary:</i>	<i>Average Hours Worked/Week</i>
<i>Position Held / Duties & Responsibilities (be specific):</i>		
<i>Number & Occupation of Employees Supervised:</i>		
<i>Supervisor's Name, Title, & Telephone Number:</i>		
<i>Reason for Leaving:</i>		

Employment Information (continued)

<i>Employer Name and Address:</i>		
<i>Dates of Employment (from/to):</i>	<i>Ending Salary:</i>	<i>Average Hours Worked/Week</i>
<i>Position Held / Duties & Responsibilities (be specific):</i>		
<i>Number & Occupation of Employees Supervised:</i>		
<i>Supervisor's Name, Title, & Telephone Number:</i>		
<i>Reason for Leaving:</i>		

<i>Employer Name and Address:</i>		
<i>Dates of Employment (from/to):</i>	<i>Ending Salary:</i>	<i>Average Hours Worked/Week</i>
<i>Position Held / Duties & Responsibilities (be specific):</i>		
<i>Number & Occupation of Employees Supervised:</i>		
<i>Supervisor's Name, Title, & Telephone Number:</i>		
<i>Reason for Leaving:</i>		

<i>Employer Name and Address:</i>		
<i>Dates of Employment (from/to):</i>	<i>Ending Salary:</i>	<i>Average Hours Worked/Week</i>
<i>Position Held / Duties & Responsibilities (be specific):</i>		
<i>Number & Occupation of Employees Supervised:</i>		
<i>Supervisor's Name, Title, & Telephone Number:</i>		
<i>Reason for Leaving:</i>		

<i>Employer Name and Address:</i>		
<i>Dates of Employment (from/to):</i>	<i>Ending Salary:</i>	<i>Average Hours Worked/Week</i>
<i>Position Held / Duties & Responsibilities (be specific):</i>		
<i>Number & Occupation of Employees Supervised:</i>		
<i>Supervisor's Name, Title, & Telephone Number:</i>		
<i>Reason for Leaving:</i>		

Personal Questionnaire

As an Applicant for the position of Public Safety Dispatcher with the City of Moore, you will be subjected to an intense background investigation including a polygraph on any of these questions. The following questionnaire is a preview of items that will be necessary for us to check into. It will be to your benefit to answer all questions honestly and to the best of your ability.

Yes <input type="checkbox"/> No <input type="checkbox"/>	Have you in the past ever used any controlled substance such as a narcotic, speed, PCP, barbiturate, amphetamine, LSD, cocaine, crack, heroin, marijuana, etc. that was not prescribed for you by a medical doctor? If yes, please indicate the type of drug, the date of use, and extent of usage.
Yes <input type="checkbox"/> No <input type="checkbox"/>	During the past, except as covered by a medical procedure, have you ever sniffed or inhaled glue, huffed paint, lacquer, gasoline or any substance with the intent of getting high or intoxicated? If yes, indicate the particulars.
Yes <input type="checkbox"/> No <input type="checkbox"/>	Have you ever stolen anything of value? If the answer is yes, indicate what it was, when it happened, and how often it happened?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Have you ever been arrested and/or convicted of any crime? If yes, be sure you have explained this in detail indicating the outcome of the conviction on the application form.
Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you support local, state and Federal Laws and are willing to do so without reservation?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you able to do the essential functions of the job of Public Safety Dispatcher with or without reasonable accommodation?

Signature

Printed Name

Current Address

Date

Telephone

Subscribed and sworn before me this _____ day of _____, 20_____.

Notary Public

My Commission Expires

Statement of Truthfulness and Permission to Investigate

I certify that I am the person named above and that facts given in this application are true and complete to the best of my knowledge. In signing this statement, I do so with the understanding that the truthfulness of all statements herein will be investigated and if found incorrect, incomplete, or misleading, it may render me ineligible for employment as a Public Safety Dispatcher.

I hereby grant permission to the City of Moore to investigate any information included in the application and I agree to submit to a pre-employment drug screen and a post offer medical examination. I understand that this application is not a contract of employment. I hereby release the city and its agents from all liability in making any investigation and inquiry relative to information contained in the application form. I understand, that if employed, false or misleading statements given in this application or interview(s) may result in discharge. I understand that I am required to abide by all rules and regulations of the City.

I hereby authorize any City, County, State or Federal Agency or former employer or any individual listed in this application form to furnish to any member of the Moore Emergency Management & Communications Department, Moore Police Department, and/or City of Moore Personnel Department any information concerning me necessary to process this questionnaire. A Photostat and/or copy of this authorization shall be considered as valid as the original.

Signature

Printed Name

Current Address

Date

Telephone

Subscribed and sworn before me this _____ day of _____, 20_____.

Notary Public

My Commission Expires

Authorization to Release Information

To Whom it May Concern:

I hereby authorize any sworn Police Officer or other authorized representative of the Moore Police Department, Moore Emergency Management & Communications Department, or City of Moore Personnel Department staff member bearing this release, or a Photostat copy thereof, within one year of its date, to obtain information from your files pertaining to my employment, credit, or educational records, including but not limited to academics, achievements, attendance, athletics, personal (non-medical) history, and disciplinary records. I hereby direct you to release such information upon request of the bearer.

This release is executed with full knowledge and understanding that the information is for the official use of the Moore Police Department, Moore Emergency Management & Communications Department, or Moore Personnel Department. Consent is granted for the Moore Police Department, Moore Emergency Management & Communications Department, and Moore Personnel Department to furnish such information as is described above, as third parties in the course of fulfilling its official responsibilities.

I hereby release you as the custodian of such records and any school, college, university, or other educational institution, credit bureau, lending institutions, consumer reporting agency or retail business establishment including its officers, employees or related personnel both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information , or any attempt to comply with it.

I hereby acknowledge that information obtained in the background investigation is confidential and will not be released to the applicant. I acknowledge that this is important in order to obtain objective and unbiased information. I also will not attempt to obtain from the City a copy of any background information.

A copy of this authority to release will be as valid as the original. Should there be any questions as to the validity of this release, you may contact me as indicated below.

Signature _____ *Printed Name*

Current Address _____ *Date* _____ *Telephone*

Subscribed and sworn before me this _____ day of _____, 20_____.

Notary Public _____ *My Commission Expires*

Confidential Information Agreement Form

I, _____, understand that a thorough investigation will be conducted to determine my qualifications for the position of Public Safety Dispatcher with the City of Moore. Further, that to a great extent, my employment will depend on information obtained in confidential interviews with person whom I have associated. Therefore, I understand that such information is confidential and the City cannot reveal the reasons why an applicant is removed from the selection process and/or not offered employment.

I further understand that if the reasons(s) for my non-acceptance are of a temporary nature whereby I should be accepted at a later date, that I will be notified.

I have read and fully understand the foregoing statement.

Signature *Printed Name*

Current Address *Date* *Telephone*

Subscribed and sworn before me this _____ day of _____, 20_____.

Notary Public *My Commission Expires*

To Whom It May Concern:

I am applicant for a position with the Moore Emergency Management & Communications Department. The Department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above Department.

I hereby authorize any representative of the Moore Emergency Management & Communications Department bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Moore Emergency Management & Communications Department, whether said records are public, private or confidential in nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Moore Emergency Management & Communications Department to consider in determining my suitability for employment in that Department. It is my specific intent to provide access to personnel information however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorney at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information

requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of _____ organization, including its officers, employees, or related personnel, both heirs, family, or associates, because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the Moore Emergency Management & Communications Department regardless of any agreement I may have made with you previously to the contrary. The law enforcement organization requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of the Moore Emergency Management & Communications Department's acceptance and processing of my application for employment, I agree to hold the _____ its agents and employees harmless from any and all claims of liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Moore Police Department. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities. I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Moore Emergency Management & Communications Department in conjunction with employment procedures. A photocopy or FAX copy of this release form will be valid as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature. This waiver is valid for a period of one year from the date of my signature. Should there be any questions as to the validity of this release, you may contact me at the address listed on this form. I agree to pay any and all charges for fees concerning this request and can be billed for such charges at the address listed on this form. I agree to indemnify and hold harmless the person to whom this request is presented and his agents employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reasons of complying with this request.

Signature

Printed Name

Current Address

Date

Telephone

Subscribed and sworn before me this _____ day of _____, 20_____.

Notary Public

My Commission Expires

