





Patrick A. Rotella  
 Chief of Police  
 E-Mail: protella@usrpd.net

*Department of Police  
 Borough of Upper Saddle River  
 County of Bergen, State of New Jersey  
 Incorporated 1894*



368 West Saddle River Rd  
 Upper Saddle River, NJ 07458  
 (201) 327-2700, Fax: (201) 934-3992

Please check boxes of all applicable training you have completed and attach certificate.

- Basic Telecommunicator
- Criminal Justice Information System (CJIS)
- Emergency Medical Dispatch

List all schools, colleges and training courses you have attended: \_\_\_\_\_

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Other than English, do you speak/understand any other language? If so, list: \_\_\_\_\_

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State any experience you have that qualifies you for the position of dispatcher (ex. computer skills):

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List all employment during the past five (5) years, starting with the most recent occupation:

FROM-TO	POSITION	COMPANY/TOWN	SUPERVISOR	SALARY
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Position currently seeking: [ ] Full Time [ ] Part Time [ ] Per Diem [ ] Any

***I authorize investigation of all statements contained in this and any future applications for the Upper Saddle River Police Department. I understand that misrepresentation, and/or omission of fact called for, will preclude employment and void my application for employment with the Borough of Upper Saddle River.***

Applicants Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please read the following page regarding the essential job functions for the position of Police Dispatcher.**



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The following are essential job functions for the position of police dispatcher:

1. Speak and understand English clearly
2. Clearly write in English using proper grammar
3. Answer phones clearly and politely at all times, sometimes under very stressful situations
4. Answer 9-1-1 emergency calls
5. Handle multiple emergency calls simultaneously
6. Lead and direct all phone conversations
7. Conduct phone conversations while simultaneously monitoring all radio traffic
8. Monitor multiple radio frequencies at the same time
9. Relay information via phone/radio to emergency services with speed and accuracy
10. Interact with the walk-in public at headquarters
11. Dispatch emergency services as needed
12. Be familiar with computers
13. Must be good with typing and computers
14. Read and comprehend technical manuals for computers
15. Be able/willing to work long hours when necessary
16. Be able/willing to work rotating shifts
17. Sit for long periods of time, sometimes without break or relief
18. Observe video monitors
19. Have dexterity to perform dispatch functions
20. Lift small amounts of weight such as computer paper boxes and small equipment
21. Dispatchers are on a probation period for one (1) year from the date of hire
22. Dispatchers may work 12-Hour shifts
23. Full-Time Dispatchers must be available for early call-in

Part-Time and Per-Diem dispatchers are called on an as needed basis. Dispatchers must fulfill time obligations and maintain on-going department training or will be removed from the department's active roster.

I have read the above listed job functions for Police Dispatcher and believe I can perform these essential functions.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_