



HUDSON POLICE DEPARTMENT *A Nationally Accredited Agency*

DISPATCHER *Full-time Position Available*

Final-Filing Date: Applications must be postmarked by January 5, 2018

- **Written examination will be held on Saturday, January 20, 2018 @ 8:00 am**

Salary: starting salary is \$18.56 hourly

Job Announcement: The Town of Hudson is seeking well-organized individuals to effectively perform specialized technical and clerical duties involved with the operation of the Department's dispatch/communication center. The ideal candidate must be able to analyze, clarify, process, and disseminate information provided by citizens and safety personnel via telephone and radio. Police Dispatchers may work weekends, nights and holidays; work additional shifts as needed. Typical duties include, but are not limited to: maintaining radio contact with police officers in the field; dealing one on one with people in the lobby of the police station; answering 911 and other emergency calls; analyzing and determining a call's emergency priority and then retrieves related information; entering information into the agency's computer system; operating computer and office equipment; retrieving information from internal and external databases; and clearly and succinctly dispatching and coordinating police responses to incidents that originate with 911, non-emergency calls, and radio calls.

Ideal Candidate:
REQUIREMENTS:

- Applicant must have obtained a high school diploma or New Hampshire General Educational Development certificate (G.E.D.), or other recognized G.E.D certificate.
- Must be computer literate and be able to type.
- Knowledge or the ability to learn the geographic layout of the Town of Hudson.
- Proper English usage, diction, and grammar.

OTHER REQUIREMENTS:

- Must meet the Hudson Police Dispatcher Minimum Eligibility Requirements.
- Must have normal (or correctable to normal) hearing and eyesight and a clear and audible voice for radio and telephone communications.
- Must obtain a 70% or higher written examination score as a requirement to be considered for employment.
- Must successfully complete a background investigation as a condition of employment.
- Must be able to successfully complete all training requirements in order to be able to effectively perform the duties required by this position.

After reviewing this packet, if you have any further inquiries, please contact Information Manager, Jamie Iskra at 603-816-2236 or jiskra@hudsonnh.gov or MPO Rachelle Megowen at 603-816-2272 or rmegowen@hudsonnh.gov

Directions for the Application for Written Examination:

1. Review the Police Dispatcher Minimum Eligibility Requirements.
2. Complete the application for the written examination (pages 5, 6, 7). **DO NOT SEND RESUMES AS THEY WILL BE REQUESTED AT A LATER DATE. RESUMES RECEIVED PRIOR TO REQUEST WILL BE DESTROYED. RESUMES ARE NOT A SUBSTITUTE FOR THIS APPLICATION.**
3. Upon completion of the application, have it signed by a Notary Public or Justice of the Peace (page 7).
4. Mail this application along with a non-refundable \$20.00 testing fee in the form of a check or money order (made payable to the **Town of Hudson**) to the following address:

**Hudson Police Department
Attn: Support Services Division
1 Constitution Drive
Hudson, New Hampshire 03051**

- Applications *must* be postmarked by January 5, 2018.
- Once your application has been received, written notification will be sent to your listed address confirming your test date, time and location.
- The written examination will consist of one hundred (100) multiple choice questions, some of which are audio, and a short essay.

THE HUDSON POLICE DEPARTMENT RESERVES THE RIGHT TO LIMIT CANDIDATES ELIGIBLE TO CONTINUE WITH THE SELECTION PROCESS TO THOSE SCORING 70% OR HIGHER ON THE WRITTEN TEST.

**DIRECTIONS:
Hudson Police Department
1 Constitution Drive
Hudson, New Hampshire 03051**

From Boston, Mass:

- North on Interstate 93 into New Hampshire.
- Take Exit #3.
- Take a left off of exit ramp and onto Route 111 west.
- Follow Route 111 west for approximately 6.6 miles.
- Turn left onto Park Avenue.
- Follow Park Avenue to the end (.3 miles).
- Turn right onto Clement Road.
- Travel a short distance on Clement Road (.1 mile).
- Turn left onto Constitution Drive.

From Concord, New Hampshire:

- Travel south on Interstate 93 to Exit #3.
- At the end of ramp, turn left onto Route 111 west.
- Travel west on Route 111 for approximately 6.3 miles.
- Turn left onto Park Avenue.
- Follow Park Avenue to the end (.3 miles).
- Turn right onto Clement Road.
- Travel a short distance on Clement Road (.1 mile).
- Turn left onto Constitution Drive.

Police Dispatcher Minimum Eligibility Requirements



To be employed by the Hudson Police Department an applicant must meet the following criteria:

- 1) Be at least 18 years of age.
- 2) A United States citizen.
- 3) Have obtained a high school diploma or New Hampshire General Educational Development certificate (G.E.D), or another recognized G.E.D.
- 4) Must be able to pass an NCIC and fingerprint check.
- 5) Must be able to pass an intensive background investigation.
- 6) Never have had a felony conviction in any state or county or in the military service, which has not been pardoned.
- 7) Must not have misdemeanor or multiple violation convictions so as to indicate a disregard for the law.
- 8) Have a good driving record with no serious motor vehicle violations. For the purposes of this section, serious motor vehicle violations for which a mandatory license suspension as part of the penalty shall not be considered a minor motor vehicle violation.
- 9) No misdemeanor conviction(s), which have not been pardoned, and which are serious enough to cast doubt on his/her fitness to be a police dispatcher, or which resulted in serious bodily injury to another person.
- 10) Must not suffer from a serious mental disorder.
- 11) Must not have been dishonorably discharged from the military service.

- 12) Must not have been discharged under less than honorable conditions; further, the conditions cast doubt on his/her fitness to be a police dispatcher.
- 13) Cannot knowingly make a material false statement in the application process.
- 14) Must not have been suspended or discharged by an employer for reasons, which would cast doubt on his or her fitness to be a police dispatcher.
- 15) Must not use illegal drugs or have a past history of illegal drug use, which would cast doubt on his/her fitness to be a police dispatcher.
- 16) Must not have a history of illegal drug use, or use legal drugs or alcohol to excess.
- 17) Must not have ever illegally manufactured, transported for sale, or sold a controlled substance.
- 18) Within 3 years of application, an applicant must not have illegally used a controlled substance other than marijuana, unless under the age of 21 at the time, in which case 2 years shall apply.
- 19) Must not have used marijuana within 1 year of application.
- 20) Must not have been discharged or allowed to resign in lieu of discharge for reasons of moral character or moral turpitude for acts or omissions of conduct that would cause a reasonable person to doubt his/her honesty, integrity, etc.
- 21) Must be of good general character and reputation in the community.
- 22) Must not have any tattoos, scarifications, or brands in a visible location. Tattoos, scarifications and brands are considered visible if they can be seen while wearing a long sleeve shirt.
- 23) Must pass an oral review board, polygraph examination and a credit check.

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**Town of Hudson, New Hampshire
Police Department
APPLICATION FOR WRITTEN EXAMINATION
1 Constitution Drive
Hudson, New Hampshire 03051
(603) 886-6011**

NAME:
LAST
FIRST
MIDDLE

THE HUDSON POLICE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER. We will not discriminate because of the age, sex, race, color, marital status, physical or mental disability, religious creed, or national origin of any individual, to refuse to hire or employ or to bar or to discharge from employment such individual or to discriminate against such individual in compensation or in terms, conditions or privileges of employment, unless based upon a bona fide occupational qualification. In addition, no person shall be denied the benefit of the rights afforded by this paragraph on account of that person's sexual orientation.

INSTRUCTIONS TO APPLICANTS – READ CAREFULLY:

This application is part of the examination process; therefore it must be filled out completely. **Before completing this form, please read the minimum qualifications for the position of Police Dispatcher. Your application will not be considered for this position unless you meet these requirements.** Print clearly with black ink, or use a typewriter. Notify us promptly of any change of address and/or telephone number. Please mail application along with a \$20.00 non-refundable check or money order to the following address:

**Support Services Division
Hudson Police Department
1 Constitution Drive
Hudson, New Hampshire 03051**

Please make non-refundable check or money order payable to the Town of Hudson.

Answer all questions completely and accurately. Resume may not substitute.

EXACT TITLE OF POSITION APPLIED FOR: Police Dispatcher

SOCIAL SECURITY NUMBER

NAME _____
Last Name First Name Middle Name

LIST ANY OTHER NAME USED _____

MAILING ADDRESS _____
Street, Apt #

City State ZIP

TELEPHONE:
HOME (____) _____ CELL (____) _____ BUS. (____) _____

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PLEASE ANSWER THE FOLLOWING:

I have read and I understand the Hudson Police Dispatcher minimum eligibility requirements:

Yes _____ No _____

Do you meet the Hudson Police Dispatcher minimum eligibility requirements?

Yes _____ No _____

How did you learn about this position? **Please be very specific.**

- Town Employee
- Internet Site _____
(name)
- Job Poster _____
(where)
- Newspaper _____
(name)
- Other _____

Any applicant who fails the written test may apply at the next available testing date. However, no applicant may retest more than one time within one year of the first application date.

(DO NOT SEND A RESUME. ALL RESUMES WILL BE DISCARDED)

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AFFIRMATION

(MUST BE READ, SIGNED AND WITNESSED)

I DECLARE THAT ALL ANSWERS AND STATEMENTS IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT UNTRUTHFULNESS OR MISLEADING ANSWERS ARE CAUSE FOR REJECTIONS OF THIS APPLICATION, REMOVAL FROM AN ELIGIBLE LIST OR DIMISSAL FROM EMPLOYMENT WITH THE HUDSON POLICE DEPARTMENT.

I UNDERSTAND THAT A THOROUGH BACKGROUND INVESTIGATION, POLYGRAPH, CREDIT CHECK, CRIMINAL CHECK, AND D.M.V CHECK MAY BE REQUIRED. I UNDERSTAND THAT THE RESULTS OF ANY OF THE FOREGOING MAY BE GROUNDS FOR DISQUALIFICATION.

Signature

Date

Sworn before me on this _____ day of _____, in the year 201__.

Notary/Justice of the Peace

Commission Expiration Date