



**EAST LYME POLICE DEPARTMENT  
IS NOW ACCEPTING APPLICATIONS FOR**

**Full-Time Certified Public Safety Dispatcher**

**GENERAL DUTIES**

Functions as a Dispatcher in the East Lyme Emergency Communications Center (ECC) which is the Primary Service Answering Point (PSAP) for the Town of East Lyme. Performs other duties, as required by the Chief of Police.

**SUPERVISOR RECEIVED**

- Receives written and oral instructions from the Chief of Police or his/her designee.
- Plans, organizes and performs daily work according to established policies and procedures for both Police and Fire.
- Establishes priorities within work assignments.
- Answers all telephone calls received on the Towns' emergency lines as well as all routine lines for the Police Department, Dispatch and Public Safety.
- Obtains information for Towns' Emergency Services using established procedures.
- Monitors local government radio and voice communications systems.
- Activates emergency services personnel via the Towns' Paging and Radio Systems.
- Communicates with emergency services personnel, both police and fire.
- Maintains activity logs and event times that support emergency operations.
- Notifies other emergency agencies and personnel for assistance as directed or per protocol.
- Accepts telephone and/or radio messages as to availability of emergency services personnel.

## MINIMUM QUALIFICATIONS

A High School Diploma (or equivalent) is the minimum educational requirement. Applicants must already possess certification as a State of Connecticut Telecommunicator, be EMD certified and should have a minimum of two years' experience as a public safety dispatcher. If not already certified, applicants must possess the ability to attend and complete all training deemed mandatory by the Chief of Police or his/her designee including but not limited to:

- Emergency Medical Dispatch (EMD)
- State of Connecticut Telecommunicator course as specified by CT State Law
- Connecticut Online Law Enforcement Communication Teleprocessing (COLLECT) training
- National Crime Information Center (NCIC) training

The applicant must have the ability to acquire a working knowledge of radios, computers and all other communications related equipment within his/her probationary period. Ability to apply common sense understanding to carry out instructions furnished in written, oral and schedule form. Ability to communicate clearly and effectively under emergency conditions. Ability to acquire working knowledge of fire, medical and police procedures. Ability to acquire use of emergency medical terms and prioritize emergency calls within general department guidelines. Ability to type accurately.

The applicant shall be in good health and free from disabling physical and mental defects that would affect his/her ability to efficiently handle the duties assigned. Furthermore, the applicant shall be temperamentally suited to the position, including being able to remain calm and take decisive action during emergencies, to remain alert during periods of inactivity and when carrying out normal repetitive operations, and to work harmoniously with other people.

## SPECIAL REQUIREMENTS

Applicants must pass a comprehensive background investigation by the Police Department. Full-Time Telecommunicators (Dispatchers) MUST be available to work weekend and holiday shifts (Days 0700-1500, Evenings 1500-2300, Midnights 2300-0700) as required by the Chief of Police or his/her designee.

Applications are available online at [Town of East Lyme CT | Niantic | Flanders | Official Website \(eltownhall.com\)](#) or via [policeapp.com](#). The East Lyme Police Department is an equal opportunity employer

If you have any questions, or seek additional information, please contact Lieutenant Dana Jezierski at [djezierski@eastlymepolice.org](mailto:djezierski@eastlymepolice.org)