JOINT RESOLUTION OF THE PUBLIC SAFETY, PERSONNEL & FINANCE COMMITTEE			
Authorizing and directing the proper city official(s) to approve filling two Police Dispatcher position's in the Police Department due to a promotion and a resignation.			
Committee Action:	Public Safety 3-0 Personnel - Finance -		
Fiscal Impact:			
File Number:	R-99-2011	**Date Introduced:**	, 2011

WHEREAS, the City of Stoughton will have two Police Dispatcher vacancies as result of an internal promotion and a resignation, and

WHEREAS, your Public Safety Committee met on July 27, 2011, and your Personnel Committee met on August 22, 2011, and your Finance Committee met on , 2011, to consider filling two Police Dispatcher vacancies, now therefore

BE IT RESOLVED by the Common Council of the City of Stoughton that the proper city official(s) be hereby directed and authorized to fill two Police Department Dispatcher vacancies as recommended.

Council Action: ☐ **Adopted** ☐ **Failed** **Vote** _____

Mayoral Action: ☐ **Accept** ☐ **Veto**

_____

Donna Olson, Mayor Date

Council Action: _____ ☐ **Override** **Vote** _____

PUBLIC SAFETY COMMITTEE MEETING MINUTES
Wednesday, July 27, 2011
Hall of Fame Room, City Hall

Recommendation and action regarding authorization to fill a potential Police Dispatcher vacancy in the Police Department: Police Chief Leck stated due to a promotion in the Police Department, he will have an opening for a dispatcher, and a potential opening in the near future for another dispatcher. Moved by Peterson, seconded by Chenoweth to recommend approval of filling a Police Dispatcher position to the Personnel Committee. Carried unanimously.

Memorandum

To: Public Safety Committee

From: Chief Greg Leck

Date: 7/21/2011

Re: Authorization to fill anticipated dispatcher vacancy

The police department is anticipating at least one vacancy in our dispatch center as a result of a potential promotion of a dispatcher to the vacant Administrative Assistant position. Further, a second dispatcher has indicated a potential resignation around September 1st, 2011.

In anticipation of the potential vacancy, the police department is requesting to fill the vacancy if it occurs. Funds are already budgeted for the position and any training costs would be covered within the budget utilizing funds saved during the time frame from the vacancy until it is filled.

Respectfully,

Greg Leck

Chief of Police

City of Stoughton
Position Description

Name: **Department:** Police

Classification Title: Dispatcher **Pay Grade:** **FLSA:** N

Date: **December, 1998** **Reports To:** Administrative Assistant

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Purpose of Position

The purpose of positions in this classification is to perform dispatch duties and clerical tasks for the City of Stoughton Police Department.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Receives complaints/reports of incidents/accidents, both in-person and by telephone, and dispatches police.
- Monitors fire and burglar alarms and notifies appropriate person(s).
- Enters data into TIME system and in-house computer.
- Receives and relays messages to police officers.
- Logs activities.
- Performs a variety of clerical tasks. Files and retrieves reports. Types reports, correspondence, memos, parking violation notifications, driver license suspension notifications, etc. Photocopies reports and other documents. Assists officers with paperwork in preparation for court proceedings. Updates contact files.
- Accepts fine and bail payments.
- Monitors weather conditions and notifies schools, hospitals, and nursing homes of dangerous conditions.
- May perform matron duties.
- Monitors after-hours utility telephone and dispatches appropriate personnel.
- Registers bicycles.
- Reviews Citations and reports for accuracy and for court.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent and a minimum of two years responsible clerical experience working with the public, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Word processing experience required. Previous related experience preferred.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure and/or sort data, as well as assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data.

- Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.

- Ability to utilize a variety of advisory data and information such as traffic citations, warrant information, driver license and motor vehicle registration information, incident and accident reports, schedules, lists, Uniform Crime reports, logs, training forms, communications equipment manuals, computer software operating manuals and updates, TIME manual, State Statutes, municipal and county ordinances, maps, directories, procedures, guidelines, and non-routine correspondence.

- Ability to communicate effectively with police officers, attorneys, school officials, probation and parole personnel, utility personnel, street department personnel, insurance company representatives and the general public.

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

- Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

Physical Requirements

- Ability to operate equipment and machinery requiring simple but continuous adjustments, such as typewriter/computer keyboard, two-way radio, intoxilyzer, telephone, fax machine, DBT and alarms.

- Ability coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.

- Ability to exert very moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling. Ability to exert necessary physical force to restrain or subdue individuals.

- Ability to recognize and identify degrees of similarities or differences between characteristics of forms and sounds.

Environmental Adaptability

- Ability to work under moderately safe and comfortable conditions where exposure to environmental factors such as potential violence and disease poses a minor risk of minor injury.

The City of Stoughton is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

_____	_____
Employee's Signature	Supervisor's Signature
_____	_____
Date	Date

Council Approved 1-12-99