



## **New London Police Department**

700 Shiocton Street

New London, Wisconsin 54961

Jeffrey A. Schlueter, Chief of Police

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### **Dispatcher**

**Purpose of Position:** Perform basic communications and office work for the Police Department including: answer emergency and non-emergency phone calls, answer radio traffic, in-person dialog with the community at the office window, data entry, maintain the integrity of the records management system

**Normal Probationary Period:** 1 year from the end of Field Training

**Note:** This position is not included in a labor (union) contract. This position is not exempt from FSLA overtime requirements

**This Position Reports To:** Chief / Captain / Lieutenant/ Sergeants

### **Essential duties and responsibilities:**

- \* CAD Dispatch
- \* Answer telephone, receive initial complaint information
- \* Answer questions, receive complaints from walk in customers
- \* Cover Sheets/Report writing when necessary
- \* Enter Complaints from Temporary Logs into Vision
- \* Enter Court dispositions into Vision for juvenile, adult and criminal traffic
- \* Receive bonds for warrants, citations and parking tickets
- \* TIME Agency Coordinator
- \* TIME Validation Officer
- \* Field Training Officer for new dispatchers
- \* Enter complaints and citations into Vision
- \* File complaints
- \* DMV Agent for license plates
- \* Maintain general order of office supplies and paperwork
- \* Insurance request for reports
- \* Complete other assigned duties and tasks
- \* Monthly Uniform Crime Report
- \* Order office supplies
- \* Follow up on unpaid parking tickets and lockouts
- \* Backup for Waupaca County dispatch

Telephone (920) 982-8505 – Fax (920) 982-8554

E-Mail [nl34jas@newlondonwi.org](mailto:nl34jas@newlondonwi.org)

***Knowledge, Skills and Abilities Expected:***

- \* TIME Certified
- \* High School degree/ Associates degree preferred
- \* Familiar with Microsoft Windows, Word and Excel
- \* Good communication skills
- \* Knowledge of law enforcement, police procedures, policies & practices
- \* Skill in report writing, speaking and giving presentations

***Work Environment:***

- \* Needs to respond to quickly changing situations,  
And be able to multi-task. May sit for extensive periods.