

Pana Police Department Dispatcher Application Packet

Contents of Packet

1. Employment Application (6-pages)
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Deadline to return packet is April 3, 2026. Thank you for your interest in becoming a Pana Police Department Dispatcher.

U.S. MILITARY SERVICE

If you have served in the U.S. Military, please provide the following information:

From: _____ To: _____
Branch of Service Dates Served Type of Discharge

EDUCATION / SKILLS

EDUCATIONAL LEVEL	NAME	CITY	STATE	CIRCLE YRS. COMPLETED				UNITS COMPLETED	DEGREE	MAJOR
				9	10	11	12			
HIGH SCHOOL										
COMMUNITY or JUNIOR COLL										
BUSINESS or TRADE SCHOOL										
COLLEGE or UNIVERSITY										
GRADUATE SCHOOL										

COMPUTER SOFTWARE SKILLS

COMPUTER SOFTWARE	Name of Software	Your Proficiency With the Software		
Word Processing		<input type="checkbox"/> Skilled	<input type="checkbox"/> Competent	<input type="checkbox"/> Familiar
Spreadsheet		<input type="checkbox"/> Skilled	<input type="checkbox"/> Competent	<input type="checkbox"/> Familiar
Database		<input type="checkbox"/> Skilled	<input type="checkbox"/> Competent	<input type="checkbox"/> Familiar
Other		<input type="checkbox"/> Skilled	<input type="checkbox"/> Competent	<input type="checkbox"/> Familiar

LICENSES / CERTIFICATIONS / ORGANIZATIONS

PROFESSIONAL LICENSES and CERTIFICATIONS (Job Related)	TYPES OF LICENSES and CERTIFICATES	DATE ISSUED	REGISTRATION NUMBER	STATE	EXPIRES MO / YR
PROFESSIONAL, SCHOLASTIC and OTHER ORGANIZATIONS (Job Related)	NAME	DATE	NAME	DATE	

Exclude memberships that indicate your race, religion, color, national origin, ancestry, sex, age, disability or veteran status

JOB RELATED TRAINING

NAME OF COURSE	YEAR COMPLETED	NAME OF COURSE	YEAR COMPLETED

EMPLOYMENT HISTORY

THIS PORTION OF THE APPLICATION MUST INCLUDE A MINIMUM OF 10 YEAR WORK HISTORY AND MUST BE COMPLETED EVEN IF SUPPLEMENTED BY A RESUME

LIST YOUR MOST RECENT EMPLOYER FIRST INCLUDING U.S. MILITARY SERVICE AND UNPAID OR VOLUNTEER WORK.
BASE SALARY DOES NOT INCLUDE OVERTIME, BONUSES OR COMMISSIONS.

FROM (Mo/Yr) _____ TO (Mo/Yr) _____ TOTAL _____ YRS _____ MOS. YOUR POSITION _____
 EMPLOYER _____ YOUR SUPERVISOR _____
 ADDRESS _____ PHONE _____
 TYPE OF BUSINESS _____ REASON FOR LEAVING _____
 BASE SALARY _____ / _____ MONTHLY WEEKLY HOURLY OTHER COMPENSATION, BONUSES _____
START FINAL
 BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES _____

FROM (Mo/Yr) _____ TO (Mo/Yr) _____ TOTAL _____ YRS _____ MOS. YOUR POSITION _____
 EMPLOYER _____ YOUR SUPERVISOR _____
 ADDRESS _____ PHONE _____
 TYPE OF BUSINESS _____ REASON FOR LEAVING _____
 BASE SALARY _____ / _____ MONTHLY WEEKLY HOURLY OTHER COMPENSATION, BONUSES _____
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 TYPE OF BUSINESS _____ REASON FOR LEAVING _____
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FROM (Mo/Yr) _____ TO (Mo/Yr) _____ TOTAL _____ YRS _____ MOS. YOUR POSITION _____
 EMPLOYER _____ YOUR SUPERVISOR _____
 ADDRESS _____ PHONE _____
 TYPE OF BUSINESS _____ REASON FOR LEAVING _____
 BASE SALARY _____ / _____ MONTHLY WEEKLY HOURLY OTHER COMPENSATION, BONUSES _____
START FINAL

BRIEF DESCRIPTION OF YOUR DUTIES & RESPONSIBILITIES _____

(ATTACH ADDITIONAL PAGE IF NECESSARY)

EXPLANATION OF INTERRUPTIONS IN EMPLOYMENT HISTORY

Please use this space to explain employment history interruptions since high school that do not pertain to pregnancy, child care, disability or any other protected activity.

(ATTACH ADDITIONAL PAGE IF NECESSARY)

REFERENCES

NAME _____
ADDRESS _____
CITY, STATE, ZIP _____
DAYTIME PHONE _____
RELATIONSHIP _____
(No Relatives)

NAME _____
ADDRESS _____
CITY, STATE, ZIP _____
DAYTIME PHONE _____
RELATIONSHIP _____
(No Relatives)

NAME _____
ADDRESS _____
CITY, STATE, ZIP _____
DAYTIME PHONE _____
RELATIONSHIP _____
(No Relatives)

NAME _____
ADDRESS _____
CITY, STATE, ZIP _____
DAYTIME PHONE _____
RELATIONSHIP _____
(No Relatives)

EMERGENCY CONTACT

NAME _____ RELATIONSHIP _____
ADDRESS _____ CITY, STATE, ZIP _____
HOME PHONE _____ BUSINESS PHONE _____

AUTHORIZATION AND AGREEMENT

I HEREBY AUTHORIZE YOU TO CONTACT: MY PRESENT EMPLOYER(S): YES NO
MY PAST EMPLOYERS: YES NO

As part of our normal procedure in processing applications, a routine inquiry will be made concerning your background. Former employers, school record offices and personal, school and employment references may be contacted by a consumer reporting agency to verify and obtain information concerning your background, qualifications, school and work records. You may be asked to sign another form authorizing the release of school records or to supply grade transcripts. Information gathered about your background and qualifications will be used to help make a fair employment decision. This information will only be available to those participating in this decision or those who process employment applications. As part of this investigation, a check of criminal records will also be conducted by a consumer reporting agency. This agency may keep and use information it supplies to us in this investigation for its own business purposes. Further information such as the name of the consumer reporting agency or the nature and scope of such inquiry, if one is made, is available to you upon written request. You will also be given a separate disclosure and authorization to review and sign concerning any reports prepared about your background for us by a consumer reporting agency that compiled the report.

CA and MN only: check here if you wish to receive a copy of the consumer report directly from the consumer reporting agency that compiled the report.

I hereby authorize the employer, its representatives, employees or agents to conduct all pre-employment inquiries and tests as described. I further authorize the employer and its agents to verify all statements contained in this application and any other materials I submit in connection with my employment application. I agree to complete any requisite authorizations forms. I release the employer, its agents and all providers of information from any liability arising out of the gathering and use of such information. In the event of employment, this authorization and release is valid throughout my employment and a photocopy is as effective as the original.

I understand all offers of employment are conditional upon satisfactory reference checks, successful completion of all pre-employment tests and production of all documents necessary for the employer to verify my identity and work authorization in accordance with the requirements of the Immigration and Naturalization Services.

As an employer, this organization is subject to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Applicants

who believe they are covered by these Acts are invited to identify their disabilities and special accommodations they feel are necessary to adequately perform their jobs. Submission of this information is strictly voluntary and may be made to the Human Resources Manager.

I certify the information provided in this application is true and complete to the best of my knowledge. I understand withholding pertinent information or submitting false or misleading information on this application, my resume, during interviews or at any other time during the hiring process constitutes valid grounds for disqualification from further consideration for hire or immediate dismissal from employment and loss of all employee benefits and privileges. I further understand and agree that the employer shall not be liable in any respect if my employment is so denied or terminated.

I understand and agree that if I am applying for a law enforcement or jail position, I will be required to comply with all the requirements of the Peace Officer Standards and Training Board (or equivalent agency) required by the state. I further understand that any offer of employment is conditioned upon completing all those tests, including physical agility, to determine my fitness for this position.

I understand the acceptance of this application by the employer neither expresses nor implies I will be offered employment. I understand my employment is at will and I may resign at any time for any reason; similarly, my employment may be terminated by the organization at any time for any reason. Any changes to this at-will employment agreement will not be valid unless in writing signed by me and a duly authorized representative of this employing organization.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE AUTHORIZATION AND AGREEMENT STATEMENTS.

SIGNATURE OF APPLICANT _____ DATE _____

FAIR CREDIT REPORTING ACT.
Disclosure and Authorization Statement

To: All Applicants For Employment *(Please Read Carefully Before Signing Below)*

In processing my application for employment, I understand the employer, its representatives, employees or agents may obtain a consumer report and investigative consumer report for employment purposes concerning my past employment, work habits, education, military record, motor vehicle record, credit background, references, character, general reputation, personal characteristics, mode of living, civil judgments, liens, and information about my criminal conviction background consistent with state and federal law.

I understand that upon written request to the employer, I will be informed whether an investigative consumer report through a consume reporting agency was requested and I will be given information as to the nature and scope of the investigation and a summary of my rights under the Fair Credit Reporting Act. I understand an investigative consumer report is a report in which information concerning my character, general reputation, personal characteristics or mode of living is obtained through personal interviews with neighbors, friends, associates or others with whom I am acquainted or who may have knowledge concerning this information.

By signing below, I authorize this employer to obtain a consumer report and an investigative consumer report on me as part of the preemployment background and investigation process. If I am offered employment, I further authorize my employer to obtain additional consumer and investigative consumer reports and updates on me for employment purposes at any time during my employment. A copy of this authorization is as valid as the original.

Name *(please print)*

Signature

Date Signed

(PLEASE RETURN THIS PAGE WITH YOUR COMPLETED APPLICATION)

Job Description/Acknowledgement Waiver

City of Pana, Illinois

Police Dispatcher

NOTICE: This description is not intended as a complete listing of all duties and responsibilities of this position. It does not limit or modify the right of the employing authority to assign, direct, and /or control the work of the employees under their supervision. Nothing contained herein is intended or should be construed to create or constitute a contract of employment between any employee or group of employees. The employing authority retains and reserve any and all rights to change, modify, amend, add to or delete from any section of this document as it is deemed needed or proper.

POSITION DESCRIPTION:

Supervised by: the Chief of Police

Supervises Employees: None

Probation: 90 Days

Employment Status: Full-time / Part-time

Work Hours: 40 hrs a week full-time / Part-time Sunday 4pm – 12am and other assigned hours

Residency Requirement: Pana School and/or Fire District

NON-EXCLUSIVE ESSENTIAL FUNCTIONS: With or without accommodations, member must:

1. Get along with others
2. Have regular, reliable, and predictable attendance
3. Exercise rational and sound judgement
4. Maintain the confidence of the Chief of Police, Officers, City Officials, and general citizens
5. Work independently of direct supervision

DUTIES AND RESPONSIBILITIES:

This position requires efficient and prompt processing, dissemination and dispatching of information received through monitoring and answering all phone lines, radio frequencies, computer-aided dispatch software, and any other equipment as required. The employee is required to:

1. Dispatch and direct emergency personnel, consider call priority, availability and the number and types of personnel needed
2. Monitor and coordinate departmental and inter-agency activities
3. Operate, maintain, and validate data in local, state, national, and international computerized criminal justice data bases; LEADS, NCIC, etc.
4. Solicit informational responses, coordinate and communicate responses and monitor ongoing activities to upgrade information received as well as to enhance office safety.
5. Organize, catalog, maintain, and tabulate departmental files and records
6. Perform additional duties and assignments at the direction or request of the Chief of Police or designee
7. Operate all telecommunications and office equipment in a proficient manner
8. Receive and transmit emergency and non-emergency calls
9. Assist in providing on the job training for new dispatchers

10. Exercise discretion in a manner consistent with Department Policies and Procedures
11. Remain accountable for compliances with Departmental Rules and Regulations, Order and Directives

MINIMUM QUALIFICATIONS:

1. Possess Valid Driver's License
2. High School Diploma or equivalent
3. Pass a Background Check
4. Ability to pass physical and drug test
5. Ability to attend required training and testing
6. Ability to attend oral interview
7. Ability to learn and be proficient in the use of CAD (Computer Aided Dispatch)
8. Keep clear and concise logs and computer inputs
9. Maintain records and reports
10. Ability to efficiently work and communicate with coworkers, general public and public officials
11. Willingness to work in hazardous/stressful conditions
12. Deliver fast-paced customer service
13. Multi-tasking of phones, computers, and in-person contact
14. Ability to calmly handle emergency situations

KNOWLEDGE AND ABILITIES:

Knowledge: The employee is expected to have, and/or develop a knowledge of record keeping, Computer Aided Dispatch, inventory control, department computer operations, two-way radio operations, data processing, word processing and related software, department practices, policies, and procedures, law enforcement structure and process, public relations, legal terminology, strong English grammar and spelling, jurisdictional limitations, and workplace safety.

Abilities: The employee must be able to carry out simple instructions, interpret a variety of instructions in written, oral, picture, or schedule form; understand, interpret and apply laws, rules, or regulations to specific situations, compile and prepare reports, respond to routine inquiries for public or other officials, communicate effectively, maintain records accordingly, handle and maintain confidential and/or sensitive information as instructed, maintain effective working relationships, operate clerical equipment, and communicate via two-way radios clearly and effectively, and perform duties in a professional manner.

WORKING CONDITIONS:

Work is performed indoors in a standard office environment with occasional requirement of lifting office supplies, records, etc. In addition to standard office environment, the employee will have:

1. Exposure to firearms
2. Exposure to potentially violent or emotionally distraught persons
3. Exposure to life threatening situations
4. Necessity for frequent sitting for extended periods of time
5. Exposure to close contact with computer equipment and other electronic equipment

CAUSE FOR REMOVAL:

The employee may be removed with or without fault during probationary period. Economic conditions that cause reductions in work force, the member's inability to regularly attend work, and failure to perform competently on any of the essential functions of the position or consistently fail to perform competently on regular tasks are among the major reasons for job removal. Failure to support the mission, uphold the duties and responsibilities of the position, behave in an unethical manner, continually comply with preconditions for original employment, display due regard for the civil liberties of any persons; or accruing atypical amounts of dysfunctional work time and/or requiring atypical amounts of supervisory counseling or remedial training, will lead to discipline which may include removal.

Employee Acknowledging Dispatcher Duties and Responsibilities;

Signature

Date