

**UNIVERSITY OF WASHINGTON POLICE DEPARTMENT
1117 NE BOAT STREET
SEATTLE, WASHINGTON 98105**

Updated: **February 01, 2012**

Classification: Police Dispatcher

The University of Washington Police Department is currently accepting applications for Police Dispatcher. Candidates interested in this position must also fill out the application on the University of Washington's Employment page by February 19, 2012. Testing at National Testing Network must be completed by end of business day February 19, 2012.

Salary Information: \$3,410 to \$4,587/month

Benefit Information: As a UW employee, you will enjoy generous benefits and work/life programs. For a complete description of our benefits for this position, please visit our website, www.washington.edu/admin/hr/benefits/forms/ben-summaries/classified.pdf.

Contact Person:

Sergeant A. Stewart
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Department Information:

The University of Washington (UW) is proud to be one of the nation's premier educational and research institutions. Our people are the most important asset in our pursuit of achieving excellence in education, research, and community service. Our staff not only enjoy outstanding benefits and professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, artistic pursuits, and natural beauty.

The University of Washington campus is a beautiful campus. It takes the commitment of our police force, security personnel and the involvement of the community to create a safe and secure environment for students, faculty, staff, and visitors. The University of Washington Police Department ("UWPD") is committed to involving the community in solving crime problems through community policing practices and keeping the community educated as to safe practices to protect yourself and your property. This also requires a commitment from the community in helping us by taking responsibility in reporting crimes, suspicious activities, and practicing good and practical crime prevention techniques.

As an agency of the university community, UWPD provides law enforcement to the largest college and stadium in Washington State. We also provide security to visiting dignitaries and during demonstrations. The Police Department serves a vital role in the safety, security, and success of the University of Washington. Our purpose is to serve and protect the students, staff, faculty and all people and property within the jurisdiction of that community.

Police officers and personnel are on duty 24 hours a day, every day of the year, and their services and facilities are available at all times. The University Police department has the exclusive responsibility to act upon law-enforcement matters and perform police functions for the main campus of the University of Washington, Seattle.

The UWPD supports the University's academic and research Mission by protecting the life and property of our citizens and visitors.

Our Vision is that the University is a diverse and ever-changing community. This requires constant efforts by the Police Department to partner with and educate the community to deter, reduce and solve crimes, and to resolve issues through modern policing. This will be accomplished through:

- a) strengthening our partnership with the community through community-oriented policing practices;
- b) achieving operational excellence through improving efficiency in operations and aligning services with resources; and
- c) pursuing innovation through the responsible use of current technology.

The Communication Center is staffed by five 911 dispatchers who report to a civilian supervisor. The dispatchers receive 911 calls, non-emergency calls, TTY calls (hearing impaired), intrusion/hold-up alarm calls, monitor fire alarms, and monitor several radio frequencies. After receiving a call the dispatcher will determine the appropriate level of response and dispatch the personnel to the call.

The department strongly subscribes and operates under the tenants of community oriented policing and service. The Communications Center operates 24 hours per day, 7 days per week.

This is an opportunity to join a team of men and women who are committed to the highest standards of professionalism and service and to work in an environment that is focused on-going employee development.

UWPD is very proud to be one of only 47 university or college police agencies nationally accredited through the Commission on Accreditation for Law Enforcement Agencies, Inc. ("CALEA"). Initially accredited in 2005, the agency has maintained compliance with 373 national standards/best practices and achieved re-accredited status in 2011.

Population: 65,000

Job Requirements

US Citizen: Lawfully work in the US

High School Grad/GED: Yes

Valid WASHINGTON State Driver's License: Yes

Ability to Read/Speak English: Yes

Prior Experience: 2 years

Additional Requirements:

Must be willing to work any shift or work-week, including mandatory overtime and holidays, as assigned.

- Excellent written, verbal and interpersonal communications skills to include demonstrated ability to clearly and concisely speak English and understand English.
- Demonstrated ability to accurately hear and simultaneously document verbal information.
- Strong customer service skills.
- Proven ability to exhibit patience and remain calm and professional while questioning callers for whom English may be an additional language, callers who may be verbally abusive, emotionally upset, uncooperative or frightened.
- Ability to work in a high-pressured, high security environment.
- Ability to take direction, work independently and as part of a team.
- Ability to work in a confined area, primarily seated in an office setting for extended periods of time with no outside visibility.

To sign up for pre-employment testing, go to www.nationaltestingnetwork.com and click "Find Jobs" at the top of the main website page and then click on Emergency Communication Jobs. Select the department and then read over all the department information and job requirements. If qualified, select a testing location and a time and date of testing on the website calendar. For questions concerning the testing process, contact National Testing Network at 866-563-3882 or 425-423-9922.