



**TOWN OF SUFFIELD POLICE DEPARTMENT  
IS NOW ACCEPTING APPLICATIONS FOR  
CERTIFIED PART TIME DISPATCHER**

**JOB OVERVIEW**

Department: Suffield Police Department

Type: Part-Time Dispatcher

Salary: \$32.81 per hour (effective 7/1/2026), with increase to \$36.00 effective 7/1/2027

Posting Date: June 17, 2026

Location: Suffield, CT

**TOWN OF SUFFIELD**

The Town of Suffield is located in the northern Connecticut River Valley, bordering Massachusetts, within 16 miles of Hartford and 8 miles of Springfield, Massachusetts. The Town has an approximate population of just under 16,000. The Suffield community is spread over 42.9 square miles and prides itself on its rich history of farming and agricultural work, as well as retail and commercial business. The Town of Suffield Police Department adheres strictly to its mission to safeguard life and property in partnership with the community, and doing so by maintaining honor and integrity, and conducting ourselves with the highest ethical standards. We are a progressive police agency embracing modern police practices and a community policing philosophy to help improve our level of service. We believe this to be accomplished by working with the community to prevent crime, solve problems, make arrests, and improve the quality of life in our community. Visit [www.suffieldct.gov](http://www.suffieldct.gov) for more information.

**GENERAL DUTIES**

The Town of Suffield is seeking interested applicants to apply for the position of Part-Time Public Safety Dispatcher. Starting salary is \$32.81 per hour. This is a part time, hourly position in the Police Department, and dispatchers may work up to 17 hours per week with additional hours available beyond that if additional shifts need filling. (all shift assignments are assigned in accordance with current Labor Agreement) Some of the duties include but are not limited to providing dispatch and communication support services for Police, Fire, Ambulance services and general Town departments. Act as first point of contact for emergency and non-emergency calls. Perform various administrative duties; deal with general public and law enforcement officials. Perform related work assignments as required. Additional information about the Town of Suffield and the Suffield Police Department can be found at [www.suffieldct.gov](http://www.suffieldct.gov)

### **SUPERVISION RECEIVED**

Works under the immediate supervision of the Chief of Police or his authorized agent(s) as delegated.

### **SUPERVISION EXERCISED**

None.

### **EXAMPLES OF DUTIES**

Receive and respond to a variety of emergency and non-emergency services and complaints over radio, telephone, computer and teletype; determine and assign the level of priority of call and enters data into a computer aided system; ask vital questions and provide pre-arrival instructions for emergency medical calls; monitor and operate radio console and computer equipment; dispatch and coordinate the responses of public safety from general public, other law enforcement agencies, fire services and ambulance services; transmit instructions and information to police cruisers, fire trucks, and other town equipment; monitor and respond to a variety of automatic alarms of fires and burglaries; keep records of the nature of messages and broadcasts received; make clerical entries, indexing, filing and perform related work as required.

### **SALARY/BENEFITS**

- Starting Salary: \$32.81
- Holiday pay at time and one half if scheduled to work on a holiday.
- Sick Pay in accordance with the CT Sick Pay Leave Act

### **MINIMUM QUALIFICATIONS**

- Communicate effectively through clear speech and hearing.
- Deal with the public in a positive and professional manner.
- Ability to respond quickly and calmly to emergency and stressful situations.
- Ability to use logic and reasoning to reach conclusions and approaches to problems.
- Must be organized and adept at multi-tasking, following written and oral instructions, ability to write clearly and spell correctly, have clerical aptitude to keep accurate and organized records.
- Ability to operate computers and telecommunications systems including; teletype operations and procedures.
- Must pass pre-employment process and twelve month probationary period.
- Connecticut Certified Telecommunicators are preferred – must currently be NCIC/COLLECT certified and have telecommunication certification

### **PHYSICAL REQUIREMENTS**

Applicants must have reached their eighteenth birthday; must have agility and endurance, undergo a background investigation that meets all local, state and federal requirements as well as a psychological examination, drug screening, and all physical examinations, which may include both a vision and hearing test.

### **CITIZENSHIP AND CHARACTER**

Candidates must have authorization to work in the United States, be of good moral character with no record of dishonorable discharge from any police or fire department or from the armed

forces of the United States and no record of conviction for repetitive motor vehicle violations, misdemeanor offense or conviction of a serious misdemeanor involving moral turpitude or conviction of a felony.

### **HIRING PROCESS**

The selection process will include, at a minimum, a detailed review of your application packet, and the successful completion of the department's selection process which includes but may not be limited to the following:

- Oral Examination (Passing 70%)
- Chief's Interview
- Detailed Background Investigation
- Medical Examination
- Psychological Evaluation

### **HOW TO APPLY**

Applications will *only* be accepted online at [www.PoliceApp.com/SuffieldCT](http://www.PoliceApp.com/SuffieldCT)

All communications and notifications from Suffield Police Department will be done by email through PoliceApp.com. Please log in to your account on regular basis to read and confirm all emails. If you have any questions about the hiring process please contact Captain Robert Palmer at (860-668-3880) or email [jcanon@suffieldct.gov](mailto:jcanon@suffieldct.gov).

The Town of Suffield is an equal opportunity employer m/f/d/v. The above posting is intended as a guide and is not a complete description of the position or process.