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## Police Dispatcher Resume

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### Job Objective

Seeking an exciting and challenging position as a Police Dispatcher in a company where my skills and knowledge can be used to the fullest.

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### Highlights of Qualifications:

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- Hands-on experience in providing police dispatch services in a law enforcement agency
  - Operational knowledge of computer, two-way radio, and standard office equipments
  - Outstanding knowledge of documents and records creation, filing, and retrieval practices
  - Familiarity with telephone etiquette and departmental policies and procedures
  - Ability to safeguard the confidentiality of agency information and personnel records
  - Ability to handle and respond to difficult callers and emergencies, efficiently
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### Professional Experience:

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Police Dispatcher  
City of Concord, CA  
August 2012 – Present

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### Responsibilities:

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- Received and responded to relevant alarms and calls for police assistance.
- Dispatched police personnel to incident site and coordinated police activities, via radio contact.
- Maintained contact with police personnel and tracked their status at network locations.
- Used agency surveillance system and observed activities of all people on the premises.
- Prepared, stored, and retrieved computerized records and documentation, accurately.
- Built and maintained cooperative relationships with external agencies and hospitals.

Police Dispatcher  
City of Pomona, CA  
May 2009 – July 2012

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### Responsibilities:

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- Handled and addressed all requests for police service, received via phone and radio.
  - Tracked and responded to all alerts from fire and security alarm systems, efficiently.
  - Operated and maintained agency-provided CCTV system to ensure security of the premises.
  - Updated and maintained dispatch logs and police records, properly and correctly.
  - Interpreted and followed all applicable agency policies and procedures.
  - Protected and maintained all restricted and confidential agency information, effectively.
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### Education:

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Bachelor's Degree in Emergency and Disaster Management  
Mountain View College, Dallas, TX

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