



\_\_\_\_\_  
Last Name  
(Please Print)

\_\_\_\_\_  
First Name

**CITY OF CITRUS HEIGHTS – SUPPLEMENTAL QUESTIONNAIRE  
POLICE COMMUNICATIONS SUPERVISOR**

**Instructions:**

Each candidate must complete this Supplemental Questionnaire as part of the application and screening process. Initial evaluation of your qualifications for this position will be determined by your responses and the manner in which you respond to these questions, in addition to information you provide on the standard City Employment Application. If you submit additional information by resume and/or cover letter, these will also be used to assess your experience, knowledge, skills, and abilities relative to the needs of the City.

**APPLICATION SCREENER(S) WILL NOT REFER TO YOUR RESUME RELATIVE TO YOUR RESPONSES TO THIS QUESTIONNAIRE.** Do not write “See Resume” as a response for any question.

Clarity, conciseness, and completeness of responses are factors considered in the qualification screening process of these responses. Responses will be evaluated and only those applicants who demonstrate the best potential in meeting the City’s needs will be given further consideration in the selection process. Enter, type, or write legibly; address each question separately; and limit your answers to no more than one (8-1/2” x 11”) page per question. If your responses are handwritten, they must be legible if they are to be considered as part of the required application materials.

1. How many years of police dispatching experience do you have? Please include the name of the agency where you earned this experience and your title for each year listed.
2. How many years of lead and/or supervisory experience do you have? Please include the name of the agency where you earned this experience and your title for each year listed.
3. What type of 9-1-1 Communication Center technology systems do you have experience working with? Include your role in system maintenance, troubleshooting and upgrades.
4. Describe any experience you have interfacing with other agencies and promoting interoperability.
5. This position is a “working supervisor” and from time to time may include the necessity to work a dispatch console. What is your experience and comfort with this type of work environment?
6. The Citrus Heights Police Department embraces change and encourages innovation. Describe an approach you have used to implement a change. How did you create a receptive environment?
7. What is your experience with holding someone accountable for his/her actions in a work setting?
8. Describe a work-related situation that best illustrates your supervisory and leadership style.

*I hereby certify that my answers to the questions on this application are complete and true to the best of my knowledge. I agree and understand that any misstatement of material fact contained in this application will cause me to forfeit all rights to employment with the City of Citrus Heights.*

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date