



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. Please list your experience as it relates to technology in a 9-1-1 Communication Center. Include your role in system maintenance, troubleshooting and upgrades.
2. The Police Communications Supervisor will need to be a working supervisor from time to time including the ability to work a dispatch console. What is your experience and comfort with this type of work environment?
3. The Citrus Heights Police Department is a new organization where we embrace change and encourage innovation. How do you handle change? Have you ever implemented change in an unreceptive environment? What did you do?
4. What is your experience with holding someone accountable for his/her actions in a work setting?
5. What interests you in the Police Communications Supervisor position? Why are you interested in working for the Citrus Heights Police Department?

This position requires possession of a current California POST Public Safety Dispatcher Basic Certificate. By signing the verification statement below, you are attesting that you are able to meet this requirement. If you advance in the selection process, you will be required to furnish a copy of the certificate.

Instructions:

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