



# CITY OF HITCHCOCK

## HITCHCOCK POLICE DEPARTMENT

6815 Second Street • Hitchcock, Texas 77563  
Phone: 409-986-5559 • Fax: 409-986-9246



**DEPARTMENT:** Hitchcock Police  
Department

**JOB TITLE:** Telecommunication  
Operator

**LOCATION:** Hitchcock Police  
Department Dispatch

**SHIFT HOURS:** 8 hour shifts

**SUBMIT APPLICATION:** Hitchcock Police  
Department Dispatch  
Window (24/7)

**PHONE:** 409-986-5559

**ADDRESS:** 6815 2<sup>nd</sup> St  
Hitchcock, TX 77563

### Education, Experience and Skill Requirements

- High School / GED Certificate
- Must be at least 18 years of age
- Must be a U.S. Citizen and resident of the contiguous United States for a period of time sufficient to conduct a background investigation
- Must possess a valid Texas driver's license and an acceptable driving record
- Must have favorable employment history. All information given regarding past employment will be thoroughly checked
- Must have a stable credit history.
- Good computer skills and phone skills recommended
- No conviction above a Class B Misdemeanor or a Class B misdemeanor within the last 10 years nor have been on or currently on court-ordered community supervision or probation for any criminal offense
- Must be eligible for licensing by the Texas Commission on Law Enforcement (TCOLE) for the position applied for, if not presently licensed.

### Primary Job Duties

- Receives emergency calls from the public and dispatches appropriate emergency personnel.
- Receives, evaluates, prioritizes and initiates response to request for information and services.
- Access, retrieves, disseminate, and protect confidential law enforcement related data from a variety of protected local, state and federal databases.
- Enters critical and confidential law enforcement data into TCIC and NCIC databases as well as perform related duties.
- Assists with the maintenance of the communications center and report regularly for work on time.