



**TOWN OF HARRISON  
VILLAGE OF HARRISON**  
ALFRED F. SULLA, JR. MUNICIPAL BULDING  
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**DATE:** August 3, 2016  
**TO:** Ron Belmont, Supervisor/Mayor  
Town Board Members  
**FROM:** Debra Scocchera, Personnel/Benefits Manager  
**cc:** Anthony Marracini, Police Chief  
**SUBJECT: Part-time Civilian Dispatcher**

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Please accept this memorandum as a formal request to hire Jaqueline D. Fonseca, for Police Headquarters, as a part-time Civilian Dispatcher, at \$16.00 hourly. Ms. Fonseca has completed a Town of Harrison Application, and a Westchester County Application (XD-10). I have explained the Civil Service Job specification, Application process, and the Application fee required for the Part-time Police Dispatcher (Civilian) title as per Civil Service guidelines.

I appreciate your consideration in this matter.