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<b>Position:</b>	Police Dispatcher	<b>FLSA:</b>	Non-Exempt
<b>Department/Site:</b>	Police Services	<b>Salary Grade:</b>	19
<b>Reports to/Evaluated by:</b>	Captain, Police Services	<b>Salary Schedule:</b>	Classified

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### **SUMMARY**

Under general direction, performs a variety of work in determining the availability of school Police Officers and dispatching Officers in a timely manner. Maintains accurate operations records. Work contacts extend beyond peers to parent, students and the general public and require well-developed communication skills. Errors in judgment may have a significant adverse impact on costs, safety of students or the public or legal liabilities.

### **DISTINGUISHING CAREER FEATURES**

This is an entry-level position in the Dispatcher series, requiring specialized training or experience. Advancement along the Dispatcher line is restricted to the Dispatch Transportation position or a Supervisory position, either of which will require additional formal training and/or experience in dispatch management.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Coordinates and assigns substitute stand-by and relief officer assignments. Calls substitutes in the absence of regular officers.
- Assists in emergencies, coordinating and dispatching when regularly scheduled operations are interrupted. Monitors breakdowns and accidents to prevent interruption of service.
- Assists in planning and coordinating the use of officers, monitors times the officers enter and leave the school sites.
- Provides work direction and guidance to officers. Monitors radio base station while officers are on the road providing direction and assistance to officers.
- Receives complaints, reports of accidents, break-ins, campus emergencies. Maintains appropriate records.
- Coordinates and schedules fleet repairs. Maintains records and prepares reports on a variety of subjects including OCR, Stats. Maintains a timely, accurate record of officers and unit assignments.
- Coordinates district wide school site traffic safety plans with the City of Clovis, City of Fresno, and Fresno County.
- Develops and maintains a computerized database for the scheduling of extra and co-curricular events.

- Assist with coordinating duties during emergencies.
- Prepares criminal cases for prosecution and delivers to court/D.A. office/Juvenile probation.
- Reviews and monitors video surveillance district wide.
- Processes trip requests, Requisitions, Budgeting for department.
- Maintain the booking of all evidence in and out of department.
- Process the testing of all drugs, prior to sending cases to JJC.
- Perform the background investigation on all new hire officers.
- Prepare and present the disposition of the background to the P.O.S.T state coordinator.
- Performs other related duties and responsibilities as assigned.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires a thorough knowledge of Police Officer practices. Requires a thorough knowledge of the procedures, methods and techniques of dispatching Officers. Safe driving practices are essential. Must have good knowledge of the geographic and topographic characteristics of the community served by the District. Requires knowledge of the pertinent Federal, State and local laws, codes and regulations pertaining to school officer operations and pupil transportation. Requires basic knowledge of office practices, procedures and equipment. Requires knowledge of general clerical, record keeping and report writing techniques. Requires strong telephone technique and etiquette. Requires P.O.S.T. Certification in background investigation. As well as property evidence management Certification. Department of Justice certificate of training in Controlled substance screening.

**Abilities:** Requires the ability to perform all of the essential duties of the position with minimal supervision. Requires the ability to apply District Policy and other applicable rules and regulations pertaining to police officers. Requires the ability to operate a two-way radio. Must be able to monitor and coordinate response to breakdowns and accidents to prevent interruption of service. Requires the ability to communicate with individuals both inside and outside of the District setting. Requires arm-hand and leg-foot dexterity to drive patrol vehicle. Requires visual acuity including depth perception. Requires the ability to sit for extended periods of time. Requires hearing sufficient to be aware of traffic and road distractions/conditions and listen to children. Requires hearing and speaking ability sufficient to communicate by phone or in person. Requires arm, hand, finger dexterity to operate keyboard or other office equipment.

**Working Conditions:** Work is performed in usual office conditions.

**Education and Experience:** High School Diploma, or G.E.D. Certificate; P.O.S.T Certified, property evidence management, Basic complaint dispatcher academy, successful completion of DOJ background investigation for access to federal and state data bases.

**Licenses and Certificates:** Requires: valid Driver's License; and valid CPR First Aid Certificate. Must pass Department of Justice background for law enforcement data base. Complete and certified in police dispatcher system.