

LAW ENFORCEMENT DISPATCHER TITLE DEFINITION

I. DEFINITION

LAW ENFORCEMENT DISPATCHER

Employees in this classification are responsible for ensuring the accurate and timely transmission of critical law enforcement and public safety communication to the appropriate authority for response to situations ranging from general questions to life and death incidents. To accomplish the overall goal of public safety as well as the safety of emergency responders, positions operate a communication center and spend a majority of their time on the following duties: operate various radio and phone systems on a variety of frequencies and channels; operate computer aided dispatch system to document, prioritize and manage multiple incidents and activities requiring law enforcement response; operate various complex computer systems including, but not limited to, cameras, on-line resources, state and federal databases, alarm systems, variable message signs and broadcast systems, records management systems and other advanced computer technologies; evaluate incoming information, determine needs and act upon information appropriately by providing direction, information, instructions and procedural messages to law enforcement to handle a wide range of critical incidents and situations and requesting assistance from local authorities, emergency response teams, and off duty personnel as needed.

These positions receive and process requests for and obtain information (driver's license, records of wanted persons, vehicle registration, motor vehicle laws and codes, etc.) for a variety of law enforcement agencies, the media, and the general public; compile data, produce reports and maintain records and logs of communications activities; and may handle cash and bond postings. These positions may function as a lead worker in the direction of the communications center through such duties as training, assigning and reviewing work of other Law Enforcement Dispatchers. Work is performed under the general supervision of a Law Enforcement Dispatcher Supervisor, law enforcement command officer, or a similar supervisory position.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.