

**POLICE COMMUNICATIONS OPERATOR
TITLE DEFINITION**

I. DEFINITION

Employees in this title definition are responsible for the transmission, receipt and relay of information concerning public safety and law enforcement activities to, from and between UW Police and Security personnel and other State and Federal law enforcement and governmental agencies. Positions will perform a majority of the following duties for a majority of the time: operate two way radio systems; provide adequate highway sector coverage, determining need for and directing patrol vehicles to handle emergency situations and requesting assistance from local authorities, emergency response teams, and off duty personnel as needed; receive requests for and obtain information (drivers 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 district communications activities; and handle cash and bond postings. The position may function as a lead worker in the direction of the communications center through such duties as training, assigning and reviewing work of other Police Communication Operators. Work is performed under the general supervision of a Police Communications Supervisor or a similar supervisory position with the Capitol Police or the University System.

II. QUALIFICATIONS

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