

## COMMUNICATIONS SUPERVISOR

(Promotional Class)

### GENERAL STATEMENT OF DUTIES

This is responsible supervisory police work in the direction of the activities of the communications section of the police department. Employees of this class both perform the duties of a dispatcher and are responsible for the performance of their employees assigned to this section. They are also responsible for the training of all dispatch personnel and for all records and reports for the communications section. After appointment from the employment list, employees of this class will have power to arrest.

### EXAMPLES OF WORK

(Any one position of this class may not include all duties listed, nor do listed example include all duties which may be found in positions of this class.)

Directs and supervises all personnel assigned to the communications section.

Develops and implements a program of training for dispatch personnel.

Prepares all records and reports for the communications section.

Operates teletype and computer.

Answers telephone calls to police headquarters and dispatches police cruisers.

Relays complaints, calls, and assignments to police officers by person, telephone, or radio.

Operates two-way base station radio.

Keeps radio log and complaint sheets.

Prepares arrest reports turned in by police officers.

Book offenders, takes bonds, and keep bond records.

Performs related duties as assigned or required.

### QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met before the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and passing a civil service examination for the position.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Police Communications Officer with at least two years in that class with the department immediately preceding application to the board.

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Rev	05-17-78
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	11-15-94
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