

**POLICE COMMUNICATIONS OFFICER**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible entrance-level work in operating police communications equipment. Employees of this class answer police telephones, dispatch police units, and perform other related duties following department procedures. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. Police Communications Officers report to and have work reviewed by the Police Communications Supervisor.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Takes complaints from citizens, either in person or over the telephone, and obtains as much information as possible. Enters all complaints and related information into computer by use of computer keyboard, using appropriate codes and signals. Dispatches police unit(s) following departmental procedures. Keeps track of the location, time, mileage and status of each unit at all times. Takes requests for assistance from units and provides for requested assistance following departmental procedures. Relays information or answers questions which come in by radio from field units.

Operates computer to send or receive messages. Calls State Police or other law enforcement agencies by phone or radio to send or receive messages concerning auto licenses, drivers licenses, runaways, or other related matters. Notifies special units or agencies designated by department procedures in special or emergency situations. Answers all police department non-emergency telephones and takes appropriate action as designated by department policy. Operates office paging or intercom system to relay messages and information to department personnel.

Keeps records and writes reports relating to Fire Communications Division.

Performs any tasks which are required to comply with FCC regulations.

Performs any related duties assigned.

**QUALIFICATION REQUIREMENTS**

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

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

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must be at least eighteen (18) years of age.

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

ZA	05-17-82
Rev	05-23-83
	06-24-97
	09-03-99
	06-25-02
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