

CANTON POLICE DEPARTMENT

DISPATCHER JOB DESCRIPTION

GENERAL DESCRIPTION OF RESPONSIBILITIES

Receives and transmits emergency and administrative messages over a combined police, fire and medical communications systems.

EXAMPLES OF DUTIES

- Plans, organizes and performs work according to standardized procedures.
- Receives telephone, radio calls and mechanical alarm signals for police, fire or medical emergency services.
- Enters information into Computer Aided Dispatch system (CAD).
- Retrieves information for dispatch from CAD System.
- Dispatches police vehicles by radio, receives and transmits orders and instructions using appropriate code language to police officers at the scene of an emergency.
- Coordinates with Patrol Sergeant, dispatching of back-up units.
- Coordinates radio communication with State Police and other local Police Departments as needed.
- Receives fire emergency calls, or fire security system signal, sounds alarm and monitors equipment responding by radio.
- Dispatches police vehicle to emergency medical calls, notifies ambulance service to respond as needed.
- Uses computer terminal to input, retrieve and transmit information from National Crime Information System.
- Receives and transmits information from state motor vehicle files to patrol officers.
- Receives and transmits calls to the Animal Control Officer.
- Reports major criminal or emergency calls to Chief of Police or Officer in Charge.
- Enters data into computer system for records keeping.
- Retrieves data from computer system and assists in preparation of court information files and case incident reports and prepares files and records.
- Maintains daily log, wrecker rotation log and security systems files.
- Reports equipment failure to supervisor.
- Performs related administrative-clerical duties as required.

