

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
POLICE DISPATCHER - 1714

DEFINITION:

Under general supervision, on an assigned shift in the Police Department Communications Center, to dispatch Police field units using a voice radio console in a Computer Aided Dispatch (CAD) system; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Positions classified at this level may be underfilled with Dispatcher I and Dispatcher II, in accordance with the City's Career Advancement Program.

*** EXAMPLES OF DUTIES:**

- Operates a computer aided dispatch system to monitor an assigned radio frequency and identify the status of Police field units;
- Dispatches emergency field units by radio voice communication to crime scenes and/or to provide aid and assistance;
- Determines the relative priority, number and type of Police units required to respond to each dispatch, and the relative priority of ongoing incidents;
- Continuously coordinates the activities of Police units on an assigned frequency or computer terminal;
- Notifies, by phone or radio, other agencies and departments in order to coordinate Police activities;
- Updates incident information by typing on a computer keyboard and broadcasting radio messages to field units during emergencies;
- Acts on requests from field units for warrant and vehicle checks, criminal histories, tow trucks, coroners, or similar special requests;
- Utilizes new technologies such as LoJack or similar stolen property recovery systems;
- May rotate to both phone and radio dispatch or any given shift;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

No specific experience required. Graduation from high school, **OR** passage of the General Education Development (G.E.D) test, **OR** passage of the California High School Proficiency

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

Examination (C.H.S.P.E), **OR** possession of a two-year, four-year, or advanced degree from a college or university.