THE UNIVERSITY OF TEXAS SYSTEM

JOB DESCRIPTION

5/12/14 6323

**Lead Police Telecommunicator**

SUMMARY

Function: The primary function of a Lead Police Telecommunicator is to provide immediate radio communications with law enforcement personnel. Coordinates, directs and records police activities and ensures a prompt law enforcement response to requests for police assistance or services in emergency and non-emergency events. Records and accesses critical criminal data to safeguard the responding law enforcement officers, support staff and those requesting police assistance. Responds to institutional and police emergency situations and activates emergency procedures. Performs multiple tasks concurrently while working in an intense, stressful and fast paced environment, while maintaining a professional, poised, positive, and calming demeanor. Serves as a Campus Security Authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

Scope: Impacts law enforcement and security efforts of UTPD.

DUTIES

Typical: Receives and transmits law enforcement and security personnel emergency and non-emergency information through a public safety radio communications system to promote a proper police and /or security response.

 Coordinates resources to support police personnel engaged in emergency situations.

 Monitors the locations and activities of police and security personnel throughout a tour of duty.

 Enters all pertinent data concerning calls for service, officer assignment and patrol activity into a Computer Aided Dispatch (CAD) system and/or the national, state and local criminal data bases.

 Secures confidential, privileged, and sensitive Law Enforcement information, in accordance with the appropriate statutes and/or governmental policies and procedures.

 Complies with the mandated use, operation, and management of the TLETS, JIMS and OLO systems.

 Provides guidance and support for the Police Telecommunicator and Senior Police Telecommunicator personnel.

 Other duties as assigned.

SUPERVISION

Received:Supervisor, Police Telecommunications.

Given:May provided guidance to Police Telecommunicators and Senior Police Telecommunicators.

EDUCATION

Required:High school diploma or equivalent.

Preferred:Associate's degree or thirty credit hours in Criminal Justice or related field.

EXPERIENCE

Required:Four years experience in emergency management or public safety communications.

Preferred:Four years experience as a public safety telecommunicator.

Licensure Certification

Required:Intermediate Texas Commission on Law Enforcement (TCOLE) Telecommunications Operator certification.

Preferred:Advanced Texas Commission on Law Enforcement (TCOLE) Telecommunications Operator certification.

Working Conditions

|  |  |  |
| --- | --- | --- |
| This position requires: |  |  |
|  | Working in an enclosed, secured communications environment |  | No | X | Yes |
|  | Working in Patient Care Unit (e.g. Nursing unit; outpatient clinic) | X | No |  | Yes |
|  | Exposure to human/animal blood, body fluids, or tissues | X | No |  | Yes |
|  | Exposure to harmful chemicals | X | No |  | Yes |
|  | Exposure to radiation | X | No |  | Yes |
|  | Exposure to animals | X | No |  | Yes |

May be required to work rotating shift assignments on day, evening, and nights with varying days off and on holidays. Subject to emergency recall during man-made or natural disasters and unusual occurrences on campus.

Physical Demands

|  |  |
| --- | --- |
|  | Time Spent |
| Never0%  | Occasionally1-33%  | Frequently34-66%  | Continuously67-100%  |
| Standing |  | X |  |  |
| Walking |  | X |  |  |
| Sitting |  |  |  | X |
| Reaching |  | X |  |  |
| Lifting/Carrying |
|  | Up to 10 lbs |  |   | X |  |
|  | 10lbs to 50 lbs |  | X |  |  |
|  | More than 50 lbs | X |  |  |  |
| Pushing/Pulling |
|  | Up to 10 lbs |  |   | X |  |
|  | 10lbs to 50 lbs |  | X |  |  |
|  | More than 50 lbs | X |  |  |  |
| Use computer/keyboard |  |  |  | X |

Other

Required: Applicants must successfully complete a Public-Safety Telecommunication (PST) Test. The recommended testing is the International Personnel Management Association (IPMA) Public Safety Telecommunication Test or CritiCall. This testing will be administered by the Police Department.

This position is classified as security-sensitive and thereby subject to the provisions of Section 51.215, Texas Education Code.

*Refer to the Position Description for specific ADA requirements and patient age-related information.*