



City of New Philadelphia, Ohio

JOB DESCRIPTION

Division/Department: Police Department

Location: Police Station

Job Title: Dispatcher/Jailer

Reports To: Police Captain or Chief of Police

Supervises: N/A

Hours: 40 per week, as scheduled by supervisor.

EXEMPT

NON-EXEMPT

BARGAINING

NON-BARGAINING

SUMMARY OF POSITION

Responsible for the prompt and accurate transmission of messages by radio and telephone in order to dispatch police patrols to crime and accident scenes and maintaining contact with same.

EDUCATION REQUIREMENTS

- High school diploma or GED.
- Reasoning:
 - Ability to solve practical problems.
 - Interpret a variety of written and oral instructions.
- Mathematical:
 - Ability to perform ordinary mathematical/algebraic procedures in practical applications.

CERTIFICATION AND/OR LICENSURE REQUIREMENTS, KNOWLEDGE, SKILLS, AND ABILITIES:

- Valid Ohio driver's license.
- Good knowledge of approved principles, techniques, and practices of police work.
- Good knowledge of FCC rules and regulations that govern radio operation.
- Good knowledge of the geography of the City.
- Excellent communication skills that includes speaking with clear diction and tone of voice.
- One (1) year of clerical or business experience; prefer experience as a Dispatcher and eligibility to obtain FCC License.
- Ability to frequently type on keyboard.
- Ability to occasionally bend, squat/kneel, twist/turn, and reach above shoulder.
- Ability to occasionally lift up to 40 pounds.
- Ability to sit/walk/stand for eight (8) hours with break.

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SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Serves as a police radio and telephone operator at police headquarters.
- Performs duties in three categories: Dispatcher, Jailer, and Clerk.
- Dispatcher Duties include: Receives all incoming telephone calls; transfers calls to other personnel; disseminates information to citizens requesting basic information; obtains pertinent information regarding any complaints, accidents, crimes committed, or violation of city statutes; records all complaints received on the Departmental Complaint Form, including which officers are assigned and disposition of the complaint; dispatches complaints and accidents to Officers on duty; records all police radio traffic on the Departmental Radio Log; records all accidents, in numerical order, on the Department Accident Log; indexes arrests made and logs same on Arrest Log and Master File; records escorts, wreckers dispatched, and gasoline used onto log sheets; provides receipts of monies as bond payment for traffic citations and parking violations; properly marks bonds received for Municipal and Southern District Courts and prepares same for transfer to the proper court; serves as the notifying agent to utility companies in emergencies and power outages; compiles monthly records of officers' activity; monitors hourly calls during afternoon and midnight shifts from employees on duty at the City Sewage Plant; monitors alarm panel and notifies person in charge; operates and maintains (excluding repair) the LEADS computer; maintains constant knowledge of officers on duty.
- Jailer Duties include: Completes booking of all inmates entering the City jail; takes necessary photographs for the photo file, booking card, and any necessary fingerprint cards; takes fingerprints on the booking card and all necessary fingerprint cards, with a minimum of one (1) card, maximum of three (3) cards; takes custody of inmate belongings, places any cash into a cash envelope and small belongings into a property envelope – both of which are kept in the secured Jail section of the Dispatch area; logs inmates into the Jail Log Book; ensures inmate has thoroughly showered and given a Jail uniform, fresh linens, and taken to the cell where inmate is advised of the jail procedures; contacts Union Hospital to arrange for meals for inmates and advises of any special dietary requirements; performs hourly checks on a 24-hour basis, which are done within the Jail area; arranges for Commissary and obtains purchase requests slips from the inmate for items requested by the inmate; administers prescription medication to inmates and logs on the medication log sheet; supervises the serving of meals and cleans up after same; counts plastic silverware after each meal; determines if and when disciplinary action should be taken against an inmate; completes booking out of inmates scheduled for release; maintains accurate jail records; maintains open line of communication with Municipal Court regarding scheduled City jail incarcerations; ensures over-booking of inmates does not occur.

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SPECIFIC DUTIES INCLUDE, BUT ARE NOT LIMITED TO: (CONTINUED)		
<ul style="list-style-type: none"> • <u>Clerk Duties include:</u> Prepares monthly Department Activity Reports, Yearly Report, Municipal Court Dispositions, monthly Officers' Activity Reports, and Municipal Court Warrant File; forwards copies of all to other departments either by mail or delivered in person. Completes Case reports, LEADS reports, domestic violence reports, and BCI reports. Completes typing of correspondence, extra short reports to Prosecutors, and any additional jail or department report requested by Municipal Court or a departmental superior. • Consistently checks and responds to incoming email communication. • Performs other work or duties assigned by the Police Captain, Chief of Police, or designee. <p>► Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the City.</p>		
WORK EXPERIENCE REQUIREMENTS		
<ul style="list-style-type: none"> • Ability to speak clearly and distinctly using excellent diction, hearing, and tone of voice. • Ability to direct police cars to the scene of a crime or accident without hesitation. • Ability to remain calm in emergency situations. • Ability to travel to and from work site. • Ability to demonstrate high social intelligence and firm disposition with the public-at-large. • Ability to communicate effectively both orally and in writing in the English language. • Ability to perform all required duties, both mentally and physically. • Ability to maintain working relationship with other workers. • Displays resourcefulness and sound judgment in emergencies. 		
REVIEWED BY	Michael Goodwin	<i>Title: Chief of Police</i>
APPROVED BY	Joel B. Day	<i>Title: Mayor</i>

The City of New Philadelphia is an Equal Opportunity Employer (EOE), Minority/Female/Veteran/Disabled, offering a great work environment, challenging career opportunities, and competitive compensation.