

Job Title:	Dispatcher I/Police Jailer
Department/ Division:	Police
Exemption Status:	Non-Exempt
Immediate Supervisor:	Dispatcher II/ Police Jailer
Normal Work Schedule:	Rotating Shift Work (7 AM - 7 PM; 7 PM - 7 AM)
Pay Band:	

Brief Description of the Job

The purpose of the position is to dispatch public safety and other service personnel in response to citizen calls for help. The position is responsible for answering emergency and service phone calls, identifying the appropriate personnel, and relaying required to those personnel. The position works according to set procedures under direct supervision. Perform additional functions as directed by supervisor.

Essential Functions

The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Adhere to all standard operational procedures as outlined in the Jail Directive Policy.

Shall at all times be awake and alert and shall be immediately available and accessible to all prisoners; at no time shall the prisoner be left unattended.

Answers emergency/non-emergency phone calls; routes calls and teletype messages to appropriate person or department.

Dispatch police, fire, EMS and/or utility assistance requests.

Shall explain the policy of the operation of the facility to the prisoners and answer any questions the prisoner may have.

Shall insure that all law enforcement officers have removed their weapons prior to entering the secure portion of the facility.

Enforcement of rules and regulations concerning prisoners conduct and behavior while in the facility so that control and discipline will be maintained.

Maintains daily log sheets; records times, location and nature of trouble.

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Enters NCIC, docket book, issuance of warrants, traffic citations and other information into computer databases.

Coordinates the transportation of criminals.

Monitors surveillance cameras.

Operates jail functions including photography and fingerprinting.

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for the job. Finally, each employee must immediately report any unsafe work practices and unsafe conditions as well as any on-the-job injuries or illnesses.

Other duties and responsibilities as assigned.

Knowledge, Skills and Abilities

Comprehensive knowledge of the laws and regulations relating to law enforcement administration, knowledge of the Town of Batesburg-Leesville Jailer Directive manual, comprehensive knowledge of department rules and regulations; thorough knowledge of Town laws and ordinances; thorough knowledge of the geography of the Town and the location of important buildings; ability to assign; ability to deal with the public firmly and tactfully; ability to analyze complex police problems and to adopt quick and effective reasonable courses of action; ability to establish and maintain working relationships with associates and the general public.

Job Requirements

High School diploma or equivalent combination of experience training plus six months to one year of advanced study or training through the Criminal Justice Academy/FTO program/ completion of probationary period is required.

South Carolina Class D license.

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Physical Requirements

Degree of physical demands (Strength) - Medium Work exerting up to 50 pounds of force occasionally and/or 25 pounds of force frequently, and /or up to 10 pounds or force constantly to move objects including the human body.

This work requires speaking or hearing and using hands to finger, handle or feel, frequently standing, walking, sitting, reaching with hands and arms and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, observing general surroundings and activities; occasional exposure to unpleasant environmental conditions and/ or hazards. Daily exposure to physical danger or abuse from suspects, exposure to mechanical hazards; electrical hazards and communicable diseases. Frequently requires time pressures, emergency situations, frequent change of tasks, irregular schedule/overtime, performing multiple tasks simultaneously, working closely with others as part of a team, and noisy/distracting environment. Occasionally requires tedious or exacting work.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.