

# CABOT POLICE DEPARTMENT

## Job Description

**JOB TITLE:** Dispatcher/Jailer

**DEPARTMENT:** Police

**SUPERVISOR RECEIVED:** Radio Operator/Jailer Supervisor

**SUMMARY:** Provide emergency communications, written and oral, to police officers, fire, and EMS and is accountable for prisoners.

**QUALIFICATIONS:** High School Diploma or Equivalent; physical and mental ability to react in a variety of emergency situations; good social skills and general intelligence with the ability to communicate effectively both orally and written; basic typing skills, the ability to successfully complete all assigned training programs or classes; the physical ability to book in prisoners and reasonably maintain their safety; a valid driver's license; no prior felony convictions

### **PRIMARY RESPONSIBILITIES:**

- Maintains communications with police, fire, and ambulance units via radio and telephone
- Answers telephones, both emergency and non-emergency, and makes all reasonable attempts to assist citizen's requests.
- Attempts to assist citizens who come into the Police Department with issues
- Maintains a typed log of all communication, both radio and telephone
- Dispatches emergency services for the City of Cabot and northern Lonoke County
- Operates A.C.I.C. terminal in accordance with A.C.I.C. regulations
- Operates blood alcohol testing device (breathalyzer) as certified by the Arkansas Department of Health
- Maintains arrest photo cards, warrants, vehicle tow cards, ambulance and fire logs, and other police documents
- Books prisoners in and out of the Cabot City Jail
- Monitors activity of prisoners and keeps check on welfare and health of prisoners
- Testifies in court proceedings as required
- Takes water, sewer, and animal control calls after normal duty hours

### **SECONDARY RESPONSIBILITIES:**

- All other duties as assigned.

"continued"

**Radio Operator/Jailer**  
**Job Description**  
**Page 2**

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.