

CITY OF CABOT

Job Description

Job Title: Dispatcher/Jailer

Newest Revision: July 26, 2013

Department: Police

Reports To: Communications Sergeant

Supervisory Responsibilities: None

FLSA Status: Non-Exempt

Salary Survey Reference: Police Dispatch

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans With Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible

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

Essential Duties and Responsibilities:

- 1) Maintains communications with police, fire, and ambulance units via radio and telephone.
- 2) Answers telephones, both emergency and non-emergency, and makes all reasonable attempts to assist citizen's requests.
- 3) Attempts to assist citizens who come into the Police Department with issues.
- 4) Maintains a typed log of all communication, both radio and telephone.
- 5) Dispatches emergency services for the City of Cabot and northern Lonoke County.
- 6) Operates A.C.I.C. terminal in accordance with A.C.I.C. regulations.
- 7) Operates blood alcohol testing devise (breathalyzer) as certified by the Arkansas Department of Health.
- 8) Must be certified as an operator on the Cabot Police Departments alcohol breath machine and issues breath test as requested.
- 9) Completes time report accurately and timely.
- 10) Enters, files, and checks warrants and other police documents as required.

- 11) Maintains arrest disposition reports, warrants, vehicle storage entries, ambulance and fire logs, and other police documents.
- 12) Books prisoners in and out of the Cabot City Jail.
- 13) Completes all documents and questionnaires required when booking persons into jail.
- 14) Monitors activity of prisoners and keeps check on welfare and health of prisoners.
- 15) Testifies in court proceedings as required.
- 16) Takes water, sewer, and animal control calls after normal duty hours.
- 17) Delivers prisoner meals and drinks.
- 18) All other duties as assigned.

Minimum Qualifications:

- 1) Possess a high school diploma or equivalent (GED).
- 2) Must be 18 years of age.
- 3) Complete and pass a background investigation, with no prior felony convictions or misdemeanor convictions involving violence, weapons, or illegal drugs, including no domestic abuse convictions or pleas.
- 4) Be a citizen of the United States.
- 5) Possess and maintain a valid Arkansas Driver's License.
- 6) Complete and pass a medical exam and pre-employment drug screen.
- 7) Retain the ability to physically and mentally react in a variety of emergency situations.
- 8) Have the physical ability to book in prisoners and reasonably maintain their safety.

Additional Knowledge, Skills, or Abilities Needed:

- 1) Knowledge of computers and computer based programs.
- 2) Possess basic typing skills.
- 3) Skill in handling multiple highly stressful calls or incidents and record them clearly and accurately.

- 4) Ability to understand and carry out and issue oral and written instructions.
- 5) Ability to communicate effectively both orally and in writing.
- 6) Ability to perform multiple tasks at any given time.
- 7) Ability to maintain proper self-restraint and composure during and following any altercation or incident.
- 8) Ability to physically and mentally react in a variety of emergency law enforcement situations.
- 9) Ability to work with different personalities in a professional manner.
- 10) Ability to work any shift as necessary to meet staffing needs.

Additional Demands

As a member of the police department, the job at any time may require the employee to run, lift or carry injured person, use hand to finger, handle, or feel objects, tools or controls; reach with hands and arms, and may even endure physical altercations. At any time, duties may require the employee to endure physical force and respond with the minimum amount of force necessary to protect life or prevent bodily harm.

This job may require the employee to be exposed to outside weather conditions including extreme heat and cold, wet and dry, and also working after dark and in emergency situations. A potential exposure to infectious diseases exists while dealing with suspects.

Physical Requirements:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Work involves lifting, pushing, pulling, loading, or carrying 15 pounds	x	
Work involves lifting, pushing, pulling, loading, or carrying 75 pounds or more		x
Work involves earth moving equipment or commercial motor vehicles		x
Work involves the operation of non-commercial vehicles	x	
Work involves the operation of motorized equipment		x
Work involves bending, twisting, or reaching out in different positions	x	
Work involves climbing up or atop structures	x	
Work involves crawling or being in confined spaces	x	
Work involves being outside or exposed to extreme high or low temperatures over a long period of time	x	
Work involves running or jumping	x	
Work requires distance vision (20 feet or more)	x	
Work involves being able to detect colors	x	
Work involves being able to distinctly hear or detect sounds and understand conversation through voice	x	
Work involves typing on the computer for an extended period of time	x	
Work involves staring at a computer screen for an extended period of time	x	
Work involves long periods of sitting or standing without break	x	

Employee Name (Print/Sign/Date)

Supervisor Name (Print/Sign/Date)

Human Resources Director (Print/Sign/Date)