

## DISPATCHER

The responsibilities of the dispatcher include, but are not limited to:

- a. Receiving and managing all incoming and transmitted communications, including:
  - Emergency 9-1-1 lines.
  - Business telephone lines
  - Telecommunications Device for the Deaf (TDD)/Text Telephone (TTY) equipment.
  - Radio Communications with department members in the field and support resources (e.g., fire department, emergency medical services (EMS), and allied agency law enforcement units).
  - Other electronic sources of information (e.g., text messages, digital photographs, video).
- b. Documenting the field activities of department members and support resources (e.g., fire department, EMS, allied agency law enforcement units).
- c. Inquiry and entry of information through the Communications Center, department, and other law enforcement database systems (e.g., LEADS, NCIC).
- d. Monitoring department video surveillance systems.
- e. Maintaining the status of members in the field, their locations, and the nature of calls for service.
- f. Notifying the Watch Commander or field supervisor of emergency activity, including, but not limited to:
  - a. Vehicle pursuits.
  - b. Foot pursuits.
  - c. Assignment of emergency response.
- g. Female dispatchers receive training in the searching of female prisoners and will in turn conduct searches when requested by an officer or supervisor, but only under the direct supervision of said officers or supervisor.