

Anadarko PD

Police Dispatcher

Essential Job Functions:

1. Operates the base radio and maintains contact with mobile units to dispatch public safety assistance where needed. Cooperates with other law enforcement agencies as necessary.
2. Receives and dispatches telephone emergencies; monitors and transmits radio communication; broadcasts orders to law enforcement personnel; coordinates emergency requests; monitors emergency telephones and traces emergency telephone disruptions.
3. Assigns backup units and arranges for emergency equipment as necessary.
4. Operates a tape recording machine to record broadcasts and telephone conversations for record purposes. Operates in-house computer system to retrieve and or document information related to calls received, information on warrants, tickets, tag and license information.
5. Monitors alarm systems and responds to malfunctions or activation of the equipment.
6. Implements a rotating wrecker list and contacts wrecker units for service. Releases vehicles from impound.
7. Operates a teletypewriter updating and retrieving information relating to wanted persons, stolen property, vehicle registration, etc.; must be able to type, index, log, file, and perform other clerical functions.
8. Assist in booking in prisoners, doing fingerprinting, photo, search (strip search when needed). Monitors activities in the City jail and receptionist areas. Processes persons and their personal belongings. May assist in preparation of meals for prisoners.
9. Receives, records, and deposits bond and fine monies from person issued citation by officers. Monitors in station hold up and burglar alarms.
10. Perform all other duties as assigned.