



Police Communications Operator VII

Salary Group: B21

Class Code: 6101

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
POLICE COMMUNICATIONS OPERATOR I	6095	B13	\$29,439 - \$46,388
POLICE COMMUNICATIONS OPERATOR II	6096	B14	\$31,144 - \$49,134
POLICE COMMUNICATIONS OPERATOR III	6097	B15	\$32,976 - \$52,045
POLICE COMMUNICATIONS OPERATOR IV	6098	B16	\$34,918 - \$55,130
POLICE COMMUNICATIONS OPERATOR V	6099	B18	\$39,521 - \$64,449
POLICE COMMUNICATIONS OPERATOR VI	6100	B19	\$42,244 - \$68,960
POLICE COMMUNICATIONS OPERATOR VII	6101	B21	\$48,278 - \$78,953

GENERAL DESCRIPTION

Performs highly advanced and/or supervisory (senior-level) work coordinating and/or overseeing police and emergency management communications as a licensed first responder. Work involves responding to high-risk incidents involving the safety of the public or law enforcement, and coordinating contacts with agency officers and local, state, and federal law enforcement agencies requesting assistance and information. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates and/or oversees emergency assistance in incidents posing threats to state and national safety and the well-being of law enforcement officers and the general public while exercising sound judgment and resourcefulness.

Coordinates and/or oversees communication between agency officers and other law enforcement agency officials.

Coordinates and/or oversees the staff who are serving as the communications links during disasters, civil disturbances, and other serious incidents using the telephone, computer networks, and radio systems.

Coordinates and/or oversees the updating and maintenance of the Texas Crime Information Center and National Crime Information Center databases and ensures that entries, deletions, and confirmations regarding wanted persons, threats to peace officers, and weapons files are made by appropriate staff.

Coordinates the instruction provided at training schools and provides instruction and training to personnel as required.

Monitors communication center operations involving the answering, evaluation, and prioritization of all incoming telephone calls regarding risks to life and safety, laws, agency policies and procedures, road information, and missing persons; and monitors ongoing communications to

ensure that staff interact effectively with various callers by obtaining complete information to determine urgency and need for response.

Monitors the set up and operation of temporary communications command sites during special assignments, including roadblocks, taskforces, manhunts, and man-made or natural disasters.

Monitors and evaluates the performance of analytical functions using computer software, hardware, and databases to support homeland security/criminal investigations.

Monitors and evaluates the retrieval, analysis, and assembly of intelligence information in support of local, state, and national security issues, including homeland security, for law enforcement officials and the general public through criminal activity reports, criminal and traffic warrants, driver's license and vehicle registration information, Amber alerts, criminal records, public assistance, and information on the status of persons apprehended.

Monitors the preparation, review, and updating of reports, memoranda, logs, and correspondence that accurately document law enforcement communications using appropriate agency policies and procedures.

Transmits, receives, and relays official information using established agency communications equipment to agency officers and law enforcement agency officials.

Monitors the National Warning System and use of special equipment, testing, and broadcasting of severe weather statements.

May operate the Civil Defense Warning System and ensure proper notification.

May resolve complaints from the public concerning police emergencies.

May testify in court regarding records or events.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in dispatch, telephone, and police and emergency management communications work. Graduation from a standard senior high school or equivalent is generally preferred. Education and experience may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of public safety communications rules and regulations pertaining to the operation of public safety communication equipment; policies and procedures used in entering and retrieving appropriate information; and the principles and practices of communication center administration and management.

Skill in the operation of telecommunications equipment, computers, and office equipment.

Ability to supervise others during crisis situations; to operate automated and manual information systems; to prioritize calls; to establish goals and objectives to determine solutions for administrative issues; to develop, implement, and apply policies and procedures; to communicate effectively; and to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

Must be licensed as a telecommunications operator by the Texas Commission on Law Enforcement.