STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 097 CURRENT

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Ventura / Communications Center	Coastal			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Public Safety Dispatcher	R07	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-765-1663-XXX	10/28/2026			

DESIGNATED POSITION FOR CONFLICT OF INTEREST	CONFIDENTIAL DESIGNATION	FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY	
		APPROVED BY	DATE
☐ YES ☑ NO	☐ YES ☑ NO		

FUNCTION OF POSITION
Under the direction of the Public Safety Dispatch Supervisor I, the Public Safety Dispatcher is responsible for performing as a 9-1-1 dispatcher and receives and disseminates information from officers in the field for the Ventura Communications Center.

SUPERVISION RECEIVED
The Public Safety Dispatcher reports directly to and receives the majority of their assignments from the Public Safety Dispatch Supervisor I. However, direction and assignments may also come from the Public Safety Dispatch Supervisor II.

SUPERVISION EXERCISED
N/A

WORKING CONDITIONS
Ventura Communications Center (VCC) is located in the city of Ventura, near the Pacific Coast. Employee's utilize a Computer Aided Dispatch (CAD) system, Intertalk radio system, VESTA telephone system and are required to wear headsets. Nights, weekends, holidays, overtime, and unusual hours are required. Confined work space with sitting and/or standing for prolonged periods.

SPECIAL PERSONAL CHARACTERISTICS
Consistently reports to work on time with a minimum of absences; emotional stability and even temperament; willingness and initiative to take independent action; performs tasks accurately; positive attitude; adapts to shifting demands of the job; performs effectively under stress and time pressure; shows interest in serving the public; shows respect and consideration for others; maintains confidentiality of information; works productively without supervision; dependable; self-motivated; mature; and a team-player.

PERCENTAGE OF TIME PERFORMING DUTIES	**All Functions Are Essential**
35%	Performs as service desk back-up for the radio dispatcher which includes answering telephone calls and providing the telephone service for the following: a. 9-1-1 emergency cellular telephone calls b. calls from allied agencies c. callbox calls d. media calls e. calls from the general public
30%	Operates voice radio in accordance with rules and regulations promulgated by FCC and the California Highway Patrol. Relays All Points Bulletins to all mobile units. Operates radio/telephone and computer-aided transmitting and receiving equipment; selecting receivers and transmitters and adjusting volume controls; dispatching mobile units or other equipment to specific points as required; making requests for ambulances, tow trucks, fire-fighting, sheriff, police, allied agency units, and other emergency services as requested or required by officers in the field.
20%	Makes entries and inquiries into the California Law Enforcement Telecommunications System (CLETS), California Electronic Records Tracking (CERT) as requested/required and communicates those messages as directed. Enters information regarding incarcerations, storages of vehicles, injuries and fatal traffic accidents on appropriate forms or into the CHP 144 system. Utilizes various office related equipment ie; fax, copier, scanner and printer.
10%	Provides on-the-job training and prepares corresponding written evaluations.
	Non-Essential Functions

5%	Performs other job-related duties, within the scope of the classification, as assigned.
TOTAL 100%	

The duties of this position are subject to change and may be revised as necessary. I have read and understood the duties listed above and I can perform these duties with or without reasonable accommodation. I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE