STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# DUTY STATEMENT

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

| COMMAND/ORGANIZATIONAL UNIT | | DIVISION | | | |
|---|---|---|---|---|---|
| Sacramento Communications Center | | Valley Division | | | |
| CIVIL SERVICE CLASSIFICATION TITLE | | BARGAINING UNIT | TENURE | TIME BASE | INTERMITTENT HOURS PER MONTH |
| Public Safety Dispatcher | | R07 | Permanent | Full-Time | N/A |
| POSITION NUMBER | | CURRENT DATE | | | |
| 388-214-1663-XXX | | 11/02/2024 | | | |
| DESIGNATED POSITION FOR CONFLICT OF INTEREST | CONFIDENTIAL DESIGNATION | FOR SELECTION STANDARDS AND EXAMINATIONS SECTION USE ONLY | | | |
| ☐ YES ☑ NO | ☐ YES ☑ NO | APPROVED BY | | DATE | |

FUNCTION OF POSITION
Under the direction of the Public Safety Dispatch Supervisor I , the Public Safety Dispatcher is responsible for the operation of the communications equipment to provide communications service to the mobile units and the public for the Sacramento 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 Dispatcher in charge, Public Safety Dispatch Supervisor II, Lieutenant and/or Captain.

SUPERVISION EXERCISED
N/A

WORKING CONDITIONS
Tolerates a confined work space; Sitting and standing for prolonged periods of time; consistently reports to work on time with a minimum of absences; willingness to work nights, weekends, holidays, overtime, and at unusual hours is required; adapts to shifting demands of the job; works productively without supervision.

SPECIAL PERSONAL CHARACTERISTICS
Has emotional stability and even temperament; willingness and initiative to take independent action; performs tasks accurately; positive attitude; performs effectively under stress and time pressure; shows interest in serving the public; shows respect and consideration for others; maintains confidentiality of information; dependable; self-motivated; and a team-player.

| PERCENTAGE OF TIME PERFORMING DUTIES | |
|---|---|
| | **Essential Functions** |
| 50% | Operates voice radio in accordance with rules and regulations promulgated by Federal Communications Commission (FCC) and the California Highway Patrol (CHP). Relays All Points Bulletins to all mobile units. Receives and documents verbal messages/requests from field units and takes appropriate action to fulfill those requests. Coordinates pursuits and high risk incidents with allied agencies. Documents all essential traffic into the Computer Aided Dispatch (CAD) or on radio cards and takes the appropriate action. Receives overflow requests for emergency service from the general public and other agencies via 911 cellular, 911 transfers, and allied agency telephone lines. Dispatches appropriate units or services without unreasonable delay. Documents actions on CAD logs. |
| 40% | Operates service desk telephone position in accordance with the rules, regulations and agreements of the CHP. Receives requests for emergency and routine service from the general public and other agencies via 911 cellular, 911 transfer, allied agencies, call box calls, media calls, calls from the public, and calls from CHP personnel. May be assigned to a Service Desk position. Handles requests from the radio position relayed from the field. Documents pertinent information received from incoming and outgoing telephone. Enters information regarding incarcerations, injury, and fatal traffic accidents into the CHP 144, Incarcerated-Injury-Vehicle Report, Locator System, Be On the Look Out (BOLO system). Enters information regarding stored, stolen, and recovered vehicles into the California Law Enforcement Telecommunications System (CLETS). |
| 5% | When assigned, may assume lead responsibility for an entire shift as the Public Safety Dispatcher in Charge (PSDIC) in the absence of the Public Safety Dispatch Supervisor I. |
| | **Non-Essential Functions** |
| 5% | Other job-related duties with in the scope of the classification. |

| 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 |
|---|---|---|
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