STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

DUTY STATEMENT

CHP 129 (Rev. 5-19) OPI 052 CURRENT

COMMAND/ORGANIZATIONAL UNIT	DIVISION			
Capitol Protection Section	Protective Services Division			
CIVIL SERVICE CLASSIFICATION TITLE	BARGAINING UNIT	TENURE	TIME BASE	INTERMITTENT HOURS PER MONTH
Public Safety Dispatcher	R07	Permanent	Full-Time	
POSITION NUMBER	CURRENT DATE			
388-025-1663-017	10/30/2026			

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 a variety of dispatching duties for the Capitol Communications Center (CCC). The CCC is a 24-hour central dispatching point for the Capitol Protection Section (CPS). In addition to dispatching California Highway Patrol (CHP) field units, the CCC works closely with the California State Assembly and Senate Sergeant at Arms within the California State Capitol, Legislative Office Building, and Capitol Swing Space.

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

The CCC is located within the California State Capitol Swing Space. Other occupants of the building include the Governor's office and California State Legislature; therefore, a high degree of confidentiality and professionalism are required. The CCC is a small center that handles a large volume of calls and dispatches high-profile events, requiring increased urgency and the ability to effectively manage stress. This position is mostly sedentary.

SPECIAL PERSONAL CHARACTERISTICS

Consistently reports to work on time with a minimum of absences; willingness to work nights, weekends, holidays, overtime, and at unusual hours is required; has 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; tolerates a confined work space with sitting and/or standing for prolonged periods; 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	**Essential Functions**
30%	Dispatches CHP field units assigned to the CPS, Judicial Protection Section (JPS), Dignitary Protection Section (DPS), and Governor's Protective Detail (GPD), as well as various Guest Users. In accordance with the rules and regulations promulgated by the Federal Communications Commission (FCC) and the CHP, operates and monitors multiple radio frequencies, using the radio console, handheld radio, or base station. Operates the Computer Aided Dispatch (CAD) system and document pertinent information. Makes queries and entries into the California Law Enforcement Telecommunications System (CLETS), CLETS Electronic Record Tracking (CERT), and other law enforcement databases.
30%	Receives and handles landline 9-1-1 calls from State facilities in the Sacramento region. Receives and handles public 1-800-TELL-CHP calls. Receives and handles emergency calls from the Emergency Call Boxes located throughout the Capitol Park and various State parking facilities. Receives and handles Text-to-9-1-1 messages. Creates CAD logs for all calls and documents pertinent information. Performs inquiries, entries, and modifications into law enforcement databases.
10%	Monitors fire, panic, burglary, and motion sensor alarm systems for the California State Capitol, Legislative Office Building (LOB), Capitol Annex Swing Space, and various State facilities within the CPS jurisdiction. Receives and handles calls from alarm monitoring companies for various State facilities.
10%	Monitors the video security systems for the California State Capitol, LOB, and Capitol Annex Swing Space. Operates electronic security barricades and operating systems.
5%	Works closely with the California State Assembly and Senate Sergeants at Arms during incidents on or around the Capitol Complex. Initiates Everbridge communications to employees and contractors of the California State Capitol, LOB, and Capitol Swing Space.

5%	Handles CLETS entries for the Department of Alcoholic Beverage Control (ABC) and the California Exposition & State Fair Police.
5%	Prepares reports and makes proper notifications in the event of equipment failures. Attends and completes departmental and work related trainings. Participates in CHP recruiting events. Provides training to newly assigned personnel. Assists other CHP Communications Centers during emergencies.
	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