

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

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|--------------------|-----------------------------------------|------------------------|----------------------------------------|
| TITLE: | School Police Communications Supervisor | REPORTS TO: | School Police Captain |
| DEPARTMENT: | School Police Services | CLASSIFICATION: | Classified |
| FLSA: | Exempt | SALARY GRADE: | 026 AASD School Police Supervisors' |
| REVISED: | July 29, 2014 | | |

BASIC FUNCTION:

Oversee school police dispatching services; lead, administer, and supervise assigned staff who operate a 24/7 law enforcement communication center, which includes personnel and equipment associated with both law enforcement and security.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Develop and maintain standard operating procedures that will serve as a functional guide for the lead police dispatcher and police dispatchers in ensuring student, staff, community, and officer, safety. **E**

Coordinate the response of outside agencies including police, fire, and EMS to the scene of routine calls for service, critical incidents, emergencies, and large-scale events. **E**

Coordinate the California Law Enforcement Telecommunications System (CLETS) access, training, and user agreements for the department, while meeting the auditing requirements to secure and protect confidential law enforcement databases. **E**

Create employee work and training schedules for the purpose of addressing department needs. **E**

Develop and maintain operating protocols for fire and intrusion alarm system, video monitoring systems, radio communications, and computer aided dispatching (CAD) workstations. **E**

Implement protocols and prepare policy recommendations for ensuring quality communications in accordance with law enforcement safety practices. **E**

Coordinate the false alarm violation notification process for the department and advise school administrators of staff members not in compliance with district procedure. **E**

Prepare ongoing equipment needs assessments, employee evaluations, and documentation for purposes of recognition or corrective action. **E**

Identify specific training needs of individual employees and work to provide ongoing guidance and strategies in effort to improve performance. **E**

Prepare digital evidence using audio and video recordings to support administrative and criminal investigations. **E**

Prepare intrusion and fire alarm reports to assist with administrative and criminal investigations. **E**

Approve leave requests, find shift coverage for absences, and respond to the communications center to cover shifts as needed. **E**

Develop and maintain mandated Federal, State, and local auditing requirements for access to secure and confidential law enforcement databases. **E**

Select, train, lead, and evaluate school police dispatcher personnel. **E**

Provide administrative research for the selection, installation, and programming of computerized safety and security equipment. **E**

Ensure repairs are made to, or obtain service for alarms, IP video cameras, computers, radios, and other communications equipment. **E**

Authorize expenditures from budget for repair and site rentals; order supplies as needed. **E**

Develop and maintain procedures and memorandums of understanding with allied governmental agencies. **E**

Serve as department liaison with Federal, State and local law enforcement or other governmental agencies concerning communications related issues. **E**

Document and update school operating schedules, switch locations, personnel, and related information. **E**

Attend department meetings, create and present reports on research conducted, and make recommendations. **E**

Maintain emergency auxiliary equipment and walkie-talkie radios and arrange for repairs. **E**

Maintain inventory control over all security department communications and portable equipment. **E**

Authorize and control building and equipment access for district staff and law enforcement using the computerized key safe and other databases. **E**

Provide inservice training on alarm operation and procedures to school site staff. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to five years of recent, full-time or equivalent part-time, paid, civilian or military experience involving the operation and monitoring of computerized systems and voice radio dispatching. Experience in a public safety Computer Aided Dispatch (CAD) radio communication department is required. Two years of experience as a lead or supervisor is desirable.

LICENSES AND OTHER REQUIREMENTS:

Typing/keyboarding certificate at a net, corrected speed of 25 words per minute.

Possession of a valid California driver's license.

State of California P.O.S.T. certificate in Basic Public Safety Dispatch.

Prior to appointment, applicants will be required to successfully pass a thorough background check, chemical substance and medical testing and psychological testing.

Criminal background checks shall be conducted on all personnel who have access to the computerized system, its terminals, and/or the stored criminal offender record information, pursuant to California Code of Regulations Section 703-707 et. Seq.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic leadership, supervision, training, and administration principles and practices.
- Conflict resolution skills.
- Appropriate Federal Communication Commission regulations.
- Technical aspects of field of specialty.
- Operation of a computer and assigned software
- School locations and San Diego city streets and thoroughfares.
- Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

- Rapidly learn appropriate computer functions, programming, maintenance, and operating procedures.
- Train, supervise, and evaluate the work of others.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with others.
- Plan and organize work.
- Meet schedules and time lines.
- Maintain records.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Ensure compliance with Federal, State, and local laws and ordinances.
- Quickly learn school locations and San Diego City streets and thoroughfares.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting; some outdoor settings.

PHYSICAL REQUIREMENTS:

Excellent hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects. Speech and hearing must be unimpaired.

Note: The school police communications center operates 24 hours a day, seven days a week with varying shifts. However, this position will generally work normal school business hours but hours may need to be adjusted to provide coverage as required.