Effective Date: January 21, 1996

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

POLICE COMMUNICATIONS OPERATOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future Police Communications Operator positions found in the State Patrol, Capitol Police or University of Wisconsin (UW) System. Positions allocated to this classification are responsible for the transmission, receipt and relay of public safety and law enforcement activities to, from and between State Patrol Mobile Units and Districts and to, from and between Capitol Police law enforcement personnel or UW Police and Security personnel and other State and Federal law enforcement and governmental agencies.

B. Exclusions

Excluded from this classification are the following:

1. Supervisory or management positions as defined in s. 111.81(19) and (13), Wis. Stats.;

2. Positions which operate or maintain commercial radio broadcast or program production equipment for a majority of the time;

3. Positions which operate non-Law Enforcement radios for a majority of the time;

4. Positions which engage in the enforcement of state traffic and criminal laws, rules and regulations for a majority of the time;

5. Positions which engage in the inspection of motor vehicles and carriers for a majority of the time;

6. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employes enter positions within this classification by competitive examination.

II. DEFINITION

Employes in this classification are responsible for the transmission, receipt and relay of information concerning public safety and law enforcement activities to, from and between State Patrol Mobile Units and Districts; and to, from and between Capitol Police law enforcement personnel or UW Police and Security personnel and other State and Federal law enforcement and governmental agencies. Positions will perform a majority of the following duties for a majority of the time: operate two way radio systems;

provide adequate highway sector coverage, determining need for and directing patrol vehicles to handle emergency situations and requesting assistance from local authorities, emergency response teams, and off duty personnel as needed; receive requests for and obtain information (drivers license, records of wanted persons, vehicle registration, motor vehicle laws and codes, etc.) for a variety of law enforcement agencies, the media, and the general public; compile data, produce reports and maintain records and logs of district communications activities; and handle cash and bond postings. The position may function as a lead worker in the direction of the communications center through such duties as training, assigning and reviewing work of other Police Communication Operators. Work is performed under the general supervision of a Police Communications Supervisor or a similar supervisory position with the Capitol Police or the University System.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification specification was created effective January 21, 1996 by collapsing the Police Communication Operator 1, 2 and 3 levels into one classification. This classification is currently in pay range 11 and will be placed in pay range12, effective 12/22/96. This was done as a result of the Police Communication Operator study.

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