

Dispatcher

Department: Law Enforcement

Opening Date: March 05, 2010

Closing Date: March 19, 2010

Job summary

Performs Dispatch duties within Comanche Nation Indian Country as defined in Title 18 United States Code Section 1152 to preserve the protection of life and property and the construction of lawful rights of citizens. Dispatches and controls patrol officers investigations, apprehensions, and arrest under authority of Title 25 CFR Criminal Statutes; Comanche Nation Criminal codes; and Applicable Federal and State statutes.

Duties:

- Performs routine dispatch duties within Indian Country by receipt and dispatch of initial law enforcement response to offenses within Indian Country
- Prepares appropriate reports following the Comanche Nation policies and procedures
- Provides communication and informational support between Tribal, BIA, and State agencies
- Receives, distributes and documents court actions to include Subpoenas, Emergency Protective Orders, and Other Official Court papers
- Provides non-enforcement services to the tribal community and other agencies

Minimum Qualifications:

- High School diploma or GED.
- No criminal history and must pass a federal background check.
- Completion of a basic dispatch course (state or IPA) within one year of date of hire
- Possession of driver license with a clean driving history.
- Ability to pass a physical.

Knowledge / Skills and Abilities:

- Knowledge of police functions and application of a complete range of police methods, techniques, and services such as patrol functions, investigations, arrest and detainment techniques, firearm proficiency, report writing , courtroom testimony, and use of force procedures.
- Must be able to make appropriate, immediate, decisions directly affecting life, liberty, and property using the training, policies, and department procedures as guidance.
- Through knowledge and practical application of Indian Law jurisdiction matrix for determining jurisdiction and appropriate agency for adjudication of cases.
- Must be able to utilized standard computer aided Law Enforcement report writing and communication software and hardware.

Desired Qualifications:

- Dispatcher certified (CLEET/ IPA) with a positive work record.
- Associate or Baccalaureate degree in Police Science or related career field.