

Paulding County Sheriff's Office

Policies and Procedures

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| Subject: Employee Job Descriptions | Policy Number: Lexipol Section 10 – Policy Employee Job Descriptions |
| Issue Date: December 15, 1995 | Revision Date: October 26, 2021 |
| Approval Authority Title and Signature: Jason K. Landers, Sheriff | |

COMMUNICATIONS OFFICER

SUMMARY:

Receives Service Requests concerning: crimes, fires, EMS, court process service or other incidents, then delivers messages to the appropriate units to handle the request for service.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (other duties may be assigned)

- Receives, transmits and records radio communications;
- Receives, transmits and records telephone communications;
- Operates a telecommunications computer terminal, receiving and transmitting confidential messages;
- Types fluently on a computer while talking on the telephone or radio;
- Types, files and process Office and related reports;
- Coordinates law enforcement, fire, EMS, and other requests, while relaying instructions via the radio to units concerned;
- All sworn deputy sheriffs will have expanded authority and responsibility which is covered under this same policy section titled Deputy Sheriff;
- All civilian communications officers will wear the prescribed uniform issued by the Sheriff according to OAC 311-1-02C, all deputy sheriffs will wear the prescribed uniform according to OAC 311-1-03 with shoulder patch as identified in OAC 311-1-15B1 "DEPUTY SHERIFF"; and,
- Regular and predictable attendance.

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QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

An applicant must possess a high School Diploma or general education degree (GED). To apply for a Full-time Communications Officer position, the applicant should have at least an Associate Degree or equivalent from a two-year college or technical school; or one-year related experience, or equivalent combination of education and experience. The applicant must have a valid Driver's License. The applicant must possess, or have the ability to obtain a certificate of completion from the APCO (EMD) Emergency Medical Dispatch program within six months of being hired full-time. If the applicant is hired as a full-time deputy sheriff and assigned to the communications division, the applicant must possess, or have the ability to obtain a certificate of completion from the APCO (EMD) Emergency Medical Dispatch program within six months of being assigned.

REASONING ABILITY:

Communications Officers must have the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. They must have the ability to deal with problems involving several concrete variables in standardized situations.

LANGUAGE SKILLS:

Communications Officers must have the ability to speak clearly. They must possess the ability to read and interpret documents such as policy/procedure manuals. They must have the ability to write routine reports or correspondence.

MATHEMATICAL SKILLS:

Communications Officers must have the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

EMOTIONAL STABILITY:

Communications Officers must have the ability to handle more than one function at a time, prioritizing the most important incident and completing it prior to moving on to other functions. They must have the ability to remain calm and have a calming effect on others during life threatening situations.

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PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit, talk and hear, use hands to finger, handle or feel objects or controls, reach with hands and arms.

The employee is frequently required to stand, walk, balance, climb stairs, stoop, kneel, or crouch. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close-distance vision, peripheral vision, depth perception and the ability to adjust focus.

MANDATORY TRAINING

Within six months of employment, the employee will complete in-house training in addition to the required EMD Certifications. The new employee will complete the minimum training standards as outlined in Ohio Revised Code 5507-1-07 with a trained FTO. A printed ORC can be used as a checklist to verify the employee is proficient or capable of each component within the time specified and before handling such requests without direct oversight.

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