

Police Dispatcher (Tech IV and Tech V)

Requisition Number: 39011

Location: Boulder, Colorado

Employment Type: Classified Staff

Schedule: Full-Time

Posting Close Date: 24-May-2022

Date Posted: 04-May-2022

Job Summary

The **University of Colorado Boulder Police Department (CUPD)** encourages applications for a **Police Dispatcher!** This position protects the lives, health, safety, and property of the public by expeditiously analyzing and prioritizing emergency requests for law enforcement, fire, ambulance, and rescue services. We are offering a **signing bonus of \$2,500** and **another \$2,500 bonus** after your completion of the training program!

This position includes opportunities for advancement and outstanding benefits including medical, retirement, and paid time off. Learn more about our community: [CU Student Involvement in CUPD Recruitment](#), [Collaboration with the Campus Community](#), and our [Recruitment Plan](#). Grow your career with us!

The University of Colorado Boulder is committed to building a culturally diverse community of faculty, staff, and students dedicated to contributing to an inclusive campus environment. We are an Equal Opportunity employer, including veterans and individuals with disabilities.

Who We Are

The members of the **University of Colorado Boulder Police Department (CUPD)** are dedicated to providing the highest quality police services in order to improve

community safety, protect life and property, and reduce crime and the fear of crime. To do this, we pledge to develop a partnership with the community, to lead a community dedication to resolve problems, and to improve the quality of life for all CU affiliates. The CUPD is a full-service police agency with 46 sworn and 36 non-sworn employees providing community-based public safety services to a diverse community of 36,000 affiliates 24 hours a day, seven days a week, all year long. Every year the department responds to approximately 20,000 calls for service and ensures the safety and security for all of their PAC-12 Conference athletic events with attendance at football games exceeding 50,000 fans. Patrolling the campus by foot, bicycle, motorcycle, and vehicle, the CU Boulder Police work diligently with the University community and surrounding agencies to ensure a timely and coordinated law enforcement response.

What Your Key Responsibilities Will Be

Receiving/Prioritizing Calls

- Make decisions directly impacting the lives, health, safety, and property of the public, law enforcement, and emergency services personnel. Optimally select, deploy and monitor law enforcement and emergency services resources in response to multiple simultaneous emergent calls for service such as crimes in progress, burglaries, thefts, fires, vehicle accidents, medical emergencies, natural disasters, hazardous materials incidents, and civil disturbances.
- Provide Life Safety Emergency Response for those with disabilities such as hearing/speech/vision via Text Telephone Device (TDD).

Incident Documentation

- Record and document details of call information, resource deployment, response times, unit activity and status, personnel deployment and status, pending incident status and call loading by accessing and operating a county-wide computer-aided dispatching system.

Query & Disseminate from Data Bases

- Expediently process, coordinate and relay concise, accurate information by accessing, extracting, analyzing and interpreting general, criminal justice, departmental, university, and other printed or computer-based information resources.

Updating & Making Entries into Law Enforcement Databases

- Enter, audit, modify, update, correct, retrieve, distribute and secure local, state, and national criminal justice records and databases, departmental and University databases, lists, logs, forms, files, records, memoranda, and written procedures.

Community Outreach

- Provide assistance to other campus departments for the development or understanding of their interactions with the communications center.
- Shares knowledge to improve the ability to report incidents in a timely and concise manner to the center for general police responses and emergency responses.

Training New Employees

- Train new communications personnel by providing supervision, counseling, evaluation, and daily observation reports (DOR) using a structured departmental communications training program.
- Prepare documents, training materials, and disaster response protocols for distribution after approval of supervisors.

Mutual Aid

- Ensures uninterrupted mutual aid, interoperability, and support with public safety communications for the city of Boulder and Boulder County under mutual aid agreements

What You Should Know

- This position requires a background check including a personal history questionnaire, criminal, financial, and motor vehicle checks, psychological exam, job suitability assessment, a polygraph, and a drug screening. This position will be on-site full-time.
- All University of Colorado Boulder employees are required to follow the [campus COVID-19 vaccine requirement](#).
 - New employees must provide proof of vaccination or receive a medical or religious exemption within 30 days of employment.

What We Can Offer

- The salary range for the Tech Level IV position (1-2 years of police dispatching experience) is \$65,603.20 - \$67,558.40 annually.
- The salary range for the Tech Level V position (3+ years of police dispatching experience) is \$69,596.80 - \$85,800.00 annually.
- This position is eligible for up to a 10% shift differential for shift hours worked.
- The selected candidate will receive a \$2,500 signing bonus and a one-time payment of \$2,500 after successful completion of the training program (usually within 8 – 12 months).
- A \$2,500 referral bonus is available to current CUPD staff within divisional guidelines.

Benefits

The University of Colorado offers excellent [benefits](#), including medical, dental, retirement, paid time off, tuition benefit and ECO Pass. The University of Colorado Boulder is one of the largest employers in Boulder County and offers an inspiring higher education environment. Learn more about the [University of Colorado Boulder](#).

Be Statements

Be effective. Be impactful. Be Boulder.

What We Require

- Three years of experience in an occupational field related to the work assigned to the position. Appropriate education will substitute for the required experience on a year-for-year basis.
- At least one year of police dispatching experience.

What You Will Need

- Ability to handle multiple demands simultaneously, deal with interruptions, and handle difficult situations under time pressure.
- Ability to receive, comprehend, and rapidly relay accurate information.
- Interpersonal, problem solving, and conflict resolution skills.
- Clear and effective communication skills. Collaboration skills and ability to maintain calm, efficient operations.
- Ability to maintain self-control during periods of extreme stress and pressure.
- Ability to learn and use a variety of public safety-specific technology and programs efficiently.
- Willingness and ability to obtain CPR certification.
- Attention to detail and organizational skills.
- Flexibility and willingness to adapt.

Special Instructions

To apply, please submit the following materials:

1. A current resume. Must include date ranges and whether full time or part time work.
2. A cover letter that specifically addresses the job requirements and outlines qualifications.

3. DD-214 for veteran applicants.
 - Qualified veterans are eligible for veteran's preference points within the State classified system. If you are a veteran and would like to have your DD214 evaluated to determine your eligibility for preference points, please attach a copy of your DD214 to this posting. If you do not wish to upload a DD214, please email a copy to HRESmail@colorado.edu or send via fax at 303-492-4693 and reference the job to which you are applying.
4. If using the educational substitution for experience: proof of degree or transcripts.

We may request references at a later time.

Please apply by **May 24, 2022** for consideration.

Note: Application materials will not be accepted via email. For consideration, applications must be submitted through [CU Boulder Jobs](#).

Select here for additional information regarding Classified Staff positions: www.cu.edu/cu-careers/special-instructions-classified-staff-applicants

Essential Services

This position is designated "essential services." The incumbent is required to respond to requests for work during campus emergencies (snow, wind, rain, flood and any other natural or man-made event) and report to work for his / her regularly assigned shift during emergency campus closures.

Posting Contact Information

Posting Contact Name: Boulder Campus Human Resources

Posting Contact Email: Recruiting@colorado.edu