

Adams State College
Student Affairs, ASC Police Department

Work Study Job Description

Work Study Job Title: DPS Dispatcher

School/Department: Police Department

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Job Description:

Mission: Assisting full time members of ASCPD in meeting its stated mission by providing communication services to ASCPD members and the public. The mission of Adams State College Police Department is: “ In stewardship of the authority with which we are entrusted, in partnership with the community we serve; to maintain a safe and orderly environment for learning and working.”

Tasks:

- Operate ASCPD radio
- Take phone calls from citizens requesting information and services; demonstrate excellent customer service
- Write narrative reports and fill out forms
- Maintain ASCPD records by computer and by writing
- Perform the duties of Parking Management Agent if directed by ASCPD officers
- Perform the duties of Campus Security Agent I if directed by ASCPD officers during emergencies
- Perform duties assigned by the Director, ASCPD Officers, or the ASCPD Administrative Assistant
- Operate electronic equipment including cell phone, PDAs, computers, and digital cameras
- Testify in court or other judicial hearings including college proceedings

Conditions: Close supervision by senior ASCPD members; sedentary office work; working with angry, upset, violent, and intoxicated persons; must work in assigned uniform or comply with dress code and personal appearance requirements (uniform supplied by ASCPD), perform multiple tasks simultaneously.

Requirements:

- Age 18 or older
- Physically fit; height proportional to weight; must agree to a physical exam or show evidence of an exam within that past year prior to appointment
- Must pass background check with references, former employers, character references
- No significant criminal history; no domestic violence, assault, theft, or extensive driving record; no drunk driving related offenses
- Confidentiality agreement; must agree to keep all ASCPD information confidential regarding victims, perpetrators, and ASCPD members.
- Must consent to pre-employment Drug test and employee drug testing policy
- Must consent to polygraph examination prior to and during employment

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- No recent illegal drug use, including marijuana
- No recent history of abuse of alcohol, moderate or no current alcohol use
- No recent history of abuse of prescription drugs
- Non-smoker
- Physically able to sit for long periods of time; must have mobility to access items in the ASCPD office
- Normal vision and hearing acuity (glasses, contacts, and hearing aids are permitted if assisted hearing and vision is within normal acuity ranges) to hear radio traffic, read computer screens and written records
- Must be able to maintain a professional appearance and exceptional hygiene
- Must be able to walk or stand for long periods of time
- Must have sufficient dexterity to operate office equipment
- Must agree to psychological evaluation prior to employment and during employment upon request of the Chief
- Candidates must consent to a behavior contract that insures the proper professional association with ASCPD in a manner which does not bring harm to the reputations, effectiveness, or operation of the ASCPD mission
- Must pass a written test and interview process
- Candidates, prior to appointment, must provide emergency medical information including all current medications; records must be kept current during employment
- First Aid and CPR certification is desirable
- Must be able to think, act, and speak clearly in stressful situations
- Must be willing to work flexible hours, including weekends and late nights, keeping scheduled work commitments a priority