**Police Communications Officer in Training Standard Job Description**



**Classification Title:** Police Communications Officer in Training

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 6

**Minimum Pay:** $16.46

**Job Description Summary:**

The Police Communications Officer in Training, under supervision, receives on-the-job training from Police Communication Officers; handles routine and emergency radio, telephone, and 911 calls for service following special or written instructions for transmitting and routing calls.

**Essential Duties and Tasks:**

**55%: Communications Officer Training**

* Successful completion of the 16-week Communications Officer Training Program. This includes Texas Penal Code, Traffic Code, the use of telecommunications equipment, and the use of a Computer Aided Dispatch system.

**5%: Familiarization with operations and policies**

* Familiarization with the University and Departmental policies, TLETS/NLETS and TCIC/NCIC operations and policies.

**5%: Operates data terminals**

* Operates data terminals for the National Crime Information Center and Texas Law Enforcement Telecommunications Systems for the University Police Department.

**5%: Receives and transmits information**

* Receives incoming telephone calls from the general public, disseminates information for emergency personnel, and monitors telecommunications equipment.

**5%: Familiarization with TAMU geography**

* Familiarization with the geography of Texas A&M University (i.e. buildings, streets, major departments and University Personnel).

**5%: Monitors Alarms**

* Monitors and responds to activation of alarm systems by coordinating with all appropriate agencies and personnel.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school diploma or any equivalent combination of education and experience.
* Two years full-time employment or military service.

**Required Licenses and Certifications:**

* Texas Commission on Law Enforcement (TCOLE) telecommunications operator license within 30 days of hire.
* TLETS Telecommunications Operator certification or the ability to obtain it within 30 days of hire.

**Required Knowledge, Skills, and Abilities:**

* Knowledge of communication equipment.
* Strong interpersonal and cooperation skills.
* Strong computer, keyboarding, and communication skills.
* Ability to multitask and work cooperatively with others.
* Ability to function under adverse and stressful conditions.
* Ability to maintain confidential information.

**Machines and Equipment:**

* Computer: 15 hours
* Telephone: 5 hours
* Radio: 5 hours

**Physical Requirements:**

* Ability to move light or moderate weight objects.

**Other Requirements and Factors:**

* Work rotating shifts. May be required to work weekends, holidays, and hours other than Monday through Friday, 8:00am to 5:00pm.
* Applicant must successfully pass keyboarding test, communications performance evaluation and complete background investigation.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**​​☐​ Yes**

**​​☒​ No**

**Does this classification have the ability to work from an alternative work location?**

**​​☐​ Yes**

**​​☒​ No**