

# Little Traverse Bay Bands of Odawa Indians

## Job Posting - REPOSTED



**Job Title:** Police Dispatcher

**Department:** Law Enforcement

**Reports to:** Office Manager

**Salary Range:** \$17.07 to \$23.89 per hour/ (\$35,506 to \$49,691) Annually

**Status:** Non-Exempt

**Level:** B22

**Opens:** January 05, 2024

**Closes:** Until Filled

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**SUMMARY:** The Police Dispatcher will work closely with the Chief of Police, Office Manager, and Law Enforcement Officers to accomplish the goals and objectives of the LTBB Law Enforcement Department. This position answers phones, gathers necessary information, directs calls, and monitors radio traffic from local agencies as well as LTBB Law Enforcement and Natural Resources officers. The ideal individual will have the ability to work independently, exercise good judgment in a variety of situations, and have the ability to maintain a realistic balance among multiple priorities. The Police Dispatcher must also be able to use Computer Aided Dispatch (CAD) to create a call for service and the Law Enforcement Information Network (LEIN) to gather criminal justice information for officers.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Answer departmental phone calls.
- Question callers to determine location and seriousness of emergency and response needed. Provide information on resources to assist tribal members in time of need.
- Prioritize calls for service by urgency.
- Relay instructions or questions from remote units by radio and/or CAD messenger system.
- Record calls broadcast and complaints received.
- Provide administrative support by using Computer Aided Dispatch system to enter calls for service, operating Law Enforcement Information Network to provide criminal justice information to officers, Tribal Prosecutor and Tribal Court.
- Must be proficient or become proficient in computer software use including MiCJIN, CAD, RMS, LEIN, TALON or other programs as necessary.
- Must be able to enter/cancel Tribal court ordered warrants and Personal Protection Orders (PPO) in LEIN as LTBB Dispatch maintains the only LEIN terminal for the Tribe.
- Must be able to quickly and accurately read LEIN query results to get information to officers in a timely manner. Information may include officer safety caution notices, active warrants, personal protection orders, driving records, vehicle registration information, and bond conditions for subjects' officers encounter during calls for service.

- Must be able to use LEIN to access Criminal History Records for investigation of crimes, foster care placements, drug court eligibility, pre-employment background checks, and warrant/PPO packing.
- Contact police officers to verify assignment locations, and monitor dispatched units.
- Monitor Natural Resources officers and provide criminal justice information to them as needed.
- Maintain a comprehensive filing system.
- Responsible for incoming and outgoing mail.
- Monitor Prem-sys dashboard and door lock system and pharmacy alarm system.
- Monitor surveillance cameras in and around the Tribal Justice Building.
- Function as a back-up for Government Operations Main Line.
- Monitor weather service announcements and share information with other departments as needed to help maintain safety of the Tribal community.
- Required to work alternate weekends, holidays, and severe weather days, may be required to work flexible shifts.
- Maintain strict confidentiality on all police matters.
- Must have reliable transportation.
- Other duties as assigned.

**QUALIFICATIONS:**

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.

**EDUCATION AND EXPERIENCE:**

Minimum High School diploma or equivalent and two (2) years' experience working in law enforcement, dispatching or a call center preferred but not required. Associates degree in criminal justice or business administration is preferred but not required. Experience working for a tribal police department is desired but not required. High level of computer competency is required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Good public relations and excellent interpersonal and communications skills required.
- Successful applicant must be able to apply critical thinking and problem-solving skills quickly.
- Be able to multi-task, and self-manage time effectively.
- Must obtain LEIN Certification by Michigan State Police Field Services Division within 6 months of employment.
- Must complete BIA Dispatcher 80-hour course within 6 months of hire date. If this class is not successfully completed the applicant will not be eligible to remain employed as a dispatcher.
- Must be or become proficient in Computer Aided Dispatch and Law Enforcement Information Network use.
- Must be able to travel for required trainings (up to 40 hours per year).
- Must be able to maintain emotional control during stressful situations.

**CERTIFICATES, LICENSES, AND REGISTRATIONS:**

Michigan State Police Field Services Division LEIN Certification.

BIA Basic Telecommunicator Officer Training.

Must have a valid driver's license and be insurable.

**COMMENTS:**

Indian preference will apply. Individual must be able to pass a thorough criminal and financial background investigation as well as an in-depth psychological exam.

Pay Scale:

Starting Pay: \$35,506

Completion of 1 year: \$39,041.60

Completion of 2 years: \$42,577.60

Completion of 3 years: \$46,113.60

Completion of 4 years: \$49,691.20

Applicants with verified prior dispatch experience may be started at any pay level at the discretion of the Chief of Police.

Sign on bonus of \$3000 after 3 years of continuous employment with the department.

Longevity bonus of \$1500 per year after 5 years and \$2000 per year after 7 years.