

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

LAW ENFORCEMENT DISPATCHER SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future Law Enforcement Dispatcher Supervisor positions located in the Wisconsin State Patrol, Wisconsin State Capitol Police or the University of Wisconsin (UW) System. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of represented positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses positions that work in a supervisory capacity in a communication center in the WI State Patrol, Capital Police, or the UW System and are responsible for supervising employees who are classified as Law Enforcement Dispatchers; whose primary responsibility is the transmission, receipt, evaluation, documentation and relay of public safety and law enforcement activities to, from and between agency law enforcement personnel, other multi-jurisdictional state and federal governmental agencies, emergency medical units, fire departments, security services, the general public and the news media. Positions meet the definition of supervisor as defined in s. 111.81(19) Wis. Stats.

B. Exclusions

Excluded from this classification are the following:

1. Positions which do not meet the statutory definition of supervisor as defined in Wis. Stats. s. 111.81 (19) as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions which perform supervisory duties for communication operations for law enforcement agencies other than the State Patrol, the Capitol Police, or the UW System;
3. Positions which perform supervisory work in the enforcement of civil and criminal laws, traffic patrol or motor vehicle/carrier inspection and supervise sworn law enforcement officers and as more appropriately classified as State Patrol Sergeant and Police Sargent.
4. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into this Classification

Employees enter positions within this classification by competition.

II. DEFINITION

LAW ENFORCEMENT DISPATCHER SUPERVISOR

This is supervisory law enforcement dispatch work which is performed in a regional office of the WI State Patrol, the central office of the Capitol Police or on a campus in the UW System. Employees in this class supervise Law Enforcement Dispatchers in a communications center, directing all personnel and administrative functions relating to the center's operation; recommend hiring, training, suspension, assignment, evaluation and discipline of subordinate employees; and perform duties of a Law Enforcement Dispatcher as necessary for the smooth operation of the communications center. Work is performed under general supervision of a higher level law enforcement supervisor or manager.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification specification was created effective June 30, 2013 and announced in Bulletin OSER-0327- MRS/SC as a result of a study of Law Enforcement Dispatcher positions. These positions were previously classified as Police Communications Supervisor which was abolished on the same date.

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