



# Division of Capitol Police

## Commonwealth of Virginia

### DISPATCHER

The Division of Capitol Police is a Legislative Branch agency responsible for full-service law enforcement and security services for the Virginia State Capitol Complex and assigned properties in Richmond, Virginia; protective services for the Governor and Virginia's First Family while they are in-residence at the Executive Mansion; dignitary protective services for the Lieutenant Governor, Attorney General, the Justices of Virginia's Supreme Court, and members of the Virginia Legislature; court security for the Supreme Court of Virginia and Virginia Court of Appeals; and special event assignments and security details throughout the Commonwealth. Services are delivered through vehicle patrol, bicycle patrol, foot patrol, static posts, traffic law enforcement, traffic crash investigations, criminal investigations, dignitary protection, and crowd control for various events.

The Division of Capitol Police is committed to supporting a work environment that promotes diversity, equity and inclusion in all areas. Women, minorities, and diverse candidates are strongly encouraged to apply.

Dispatch positions are assigned to Technology Services & Emergency Preparedness, Communications Section, Washington Building, 1100 Bank Street, 2<sup>nd</sup> Floor, Richmond, VA 23219. The Division of Capitol Police is proud to be V3 certified under the "Virginia Values Veterans" Program. "Reasonable Accommodations" are provided for applicants with disabilities.  
AA/EOE/ADA

**TYPE OF APPOINTMENT:**  
**DUTIES:**

Full-time professional position with state benefits.

To provide daily emergency police communications by monitoring multiple security cameras, answering telephone calls, dispatching calls for service to police officers, and to provide maximum efficiency and effectiveness on all shifts. Position will monitor and operate department's VCIN/NCIC system. Watch both live and recorded video surveillance footage and analyze any unusual occurrences. Review video alarm alerts, reporting incidents or suspicious behavior.

**QUALIFICATIONS REQUIRED:**

Working knowledge of radio and voice communications systems; knowledge of office practices and procedures. Demonstrated skill in the use of communication equipment, alarm systems and security camera equipment. Must have the ability to use automated word processing equipment; to compile, tabulate and report information. Demonstrated ability to follow and give verbal and written instructions, to react appropriately in routine and emergency situations, to communicate effectively, both verbally and in writing. Must be able to multi-task, utilizing the computer and telephonic equipment simultaneously. Graduation from high school or equivalent. Must be able to complete required NCIC/VCIN certification and basic DCJS Dispatcher training. Must be a United States citizen or have been a lawful resident of the United States for the past ten years to apply for VCIN certification. Regularly required to see details of objects that are less than a few feet away, and sit for long periods of time. Must be able to distinguish colors and see details of objects that are less than three (3) feet away. **BACKGROUND INVESTIGATION AND FINGERPRINT-BASED CRIMINAL HISTORY CHECK REQUIRED; REQUIRED MEDICAL, DRUG AND PSYCHOLOGICAL TESTING.**

**QUALIFICATIONS PREFERRED:**

Two years of emergency dispatching experience in a public service oriented organization preferred. Experience in monitoring live and recorded video surveillance footage.

**HIRING RANGE:**

\$37,000

**APPLICATION PROCESS:**

All employees are required to disclose vaccination status to Human Resources.