



WE'RE HIRING

The University of Texas at Houston Police Department (UT Police) provides law enforcement and community services to the MD Anderson Cancer Center and UT Health Science Center at Houston institutions. Both institutions are located within the Texas Medical Center with additional locations throughout the Houston metropolitan area.

As an integral part of the MD Anderson Cancer Center and the UT Health Science Center at Houston, we align with the visions of both institutions. The UT Police Mission and Vision Alignment document outlines the collaborative partnerships we maintain to help ensure a safe, secure and orderly environment.

We are currently accepting applications for a Lead Police Telecommunicator.

The primary function of a Lead Police Telecommunicator is to provide immediate radio communications with law enforcement personnel. Coordinates, directs and records police activities and ensures a prompt law enforcement response to requests for police assistance or services in emergency and non-emergency events. Records and accesses critical criminal data to safeguard the responding law enforcement officers, support staff and those requesting police assistance. Responds to institutional and police emergency situations and activates emergency procedures. Performs multiple tasks concurrently while working in an intense, stressful and fast paced environment, while maintaining a professional, poised, positive, and calming demeanor.

Key Functions

1. Receives and transmits law enforcement and security personnel emergency and non-emergency information through a public safety radio communications system to promote a proper police and /or security response.
2. Coordinates resources to support police personnel engaged in emergency situations.
3. Monitors the locations and activities of police and security personnel throughout a tour of duty.
4. Enters all pertinent data concerning calls for service, officer assignment and patrol activity into a Computer Aided Dispatch (CAD) system and/or the national, state and local criminal data bases.
5. Secures confidential, privileged, and sensitive Law Enforcement information, in accordance with the appropriate statutes and/or governmental policies and procedures.
6. Complies with the mandated use, operation, and management of the TLETS, JIMS and OLO systems.
7. Provides guidance and support for the Police Telecommunicator and Senior Police Telecommunicator personnel.
8. Other duties as assigned.

Education

Required: High School diploma or equivalent. Preferred: Associates Degree or thirty (30) credit hours in Criminal Justice or related field.

License/Certification

Required: Intermediate Texas Commission on Law Enforcement (TCOLE) Telecommunications Operator license. Preferred: Advanced Texas Commission on Law Enforcement (TCOLE) Telecommunications Operator license.

Experience

Required: Four years of experience in emergency management or public safety communications. Preferred: Four years of experience as a public safety telecommunicator.

Salary

The salary range is from \$43,200 and \$64,800 and is commensurate with experience. UT Police offers excellent benefits to include a TRS Pension Program, annual merit raises, paid holidays, and 100% paid health insurance premiums for the employee. Additionally, we offer up to \$1,800 annually for TCOLE Certification and \$1,800 annually for bilingual capability.

To apply, visit <https://uth.referrals.selectminds.com/> and click the "Skilled Trades" button. The Lead Telecommunicator position will be found there. For further information or questions, contact the talent management team at 713-792-0900 or utp-hrecruiting@mdanderson.org.