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## Basic Dispatch Course

9-1-1 Dispatchers, also known as Police Dispatcher, Public Safety Dispatcher, Communications Technician and other similar names, are typically employees of a municipal Police Department or County Sheriff's Department. Dispatchers are civilian employees of the Department who answer 9-1-1 emergency calls for police, fire and medical assistance. Dispatchers work shift work, seven days a week including weekends and holidays. The job is extremely challenging and can be very rewarding. There is tremendous career potential for talented Dispatchers in California.

All Dispatcher training is certified by the Commission on Peace Officer Standards and Training. Dispatchers in California must complete the Basic Dispatch Course within the first twelve months of employment. The Criminal Justice Training Center offers this course to those students interested in pursuing a career as a 9-1-1 Dispatcher. Completing this course is an excellent way to explore the career and to learn more about this exciting job.



Entry-level pay in California varies from agency to agency depending on the level of responsibility and the size, type and location of the employer. The average starting salary is \$36,000 per year. Top pay can range up to \$65,000 per year.

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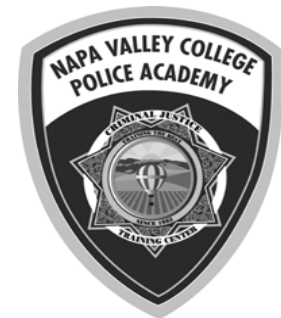
Napa Valley College  
Criminal Justice Training Center  
2277 Napa-Vallejo Hwy  
Napa CA 94558

Napa Valley College

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# 9-1-1 Dispatcher Program

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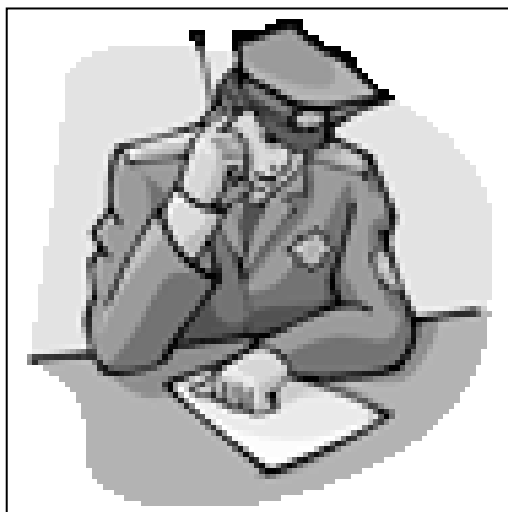
**Criminal Justice Training Center**

**Telephone: (707) 253-3255**  
**Fax Number: (707) 253-3253**  
**[www.nvccjtc.org](http://www.nvccjtc.org)**

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# Degree Program

If you are interested in obtaining an Associate of Science Degree in Administration of Justice, you will need to complete the degree requirements associated with the Administration of Justice Program. This program is a four-semester course of study. Students are required to complete 60 units to include: General Education, Administration of Justice core courses and Electives. All of the six ADMJ core courses are offered each semester, three during the day and three during the evening. You may also enroll in the internship program under ADMJ 190/191/290/291 to obtain college credit while you receive on-the-job-training.



## Certificate Requirements

(A total of 15 units are required for the Public Safety Dispatch Certificate)

### Required Courses

**CJT 296** Basic Dispatch Course 5 units

**Choose 3 units from the following courses:**

**CISA 170** Keyboarding I 1-3 units

**COMS 110** Introduction to Microcomputers 3 units

**CISA 160** Beginning Database 3 units

**CISA 165** Beginning Spreadsheets 3 units

**CISA 186** Beginning Word Processing 3 units

### Physical Ed/Health Requirement

**A total of 1 unit**

See the course list in the current catalog for acceptable classes to meet the A.S. degree requirement.

### Certificate Electives

**(Choose 6 units from the following courses)**

**ADMJ 121** Introduction to Law 3 units

**ADMJ 122** Criminal Procedures 3 units

**ADMJ 123** Justice Communications 3 units

**ADMJ 151** Juvenile Process 3 units

**ADMJ 240** Law Enforcement Procedures I 1-3 units

**ADMJ 241** Law Enforcement Procedures II 2-3 units

**CJT 302** Advanced Law Enforcement Skills .5-4 units

## Associate of Science Degree Administration of Justice

### Required Core Courses

**(18 units total)**

**ADMJ 120** Introduction to Administration of Justice 3 units

**ADMJ 121** Introduction to Law 3 units

**ADMJ 122** Criminal Procedures 3 units

**ADMJ 123** Justice Communications 3 units

**ADMJ 124** Introduction to Investigation 3 units

**ADMJ 125** Introduction to Evidence 3 units

### General Education Courses

**A total of 18 – 21 units**

See the course list in the current catalog for acceptable classes to meet the A.S. degree requirement.

### Physical Ed/Health Requirement

**A total of 3 units**

See the course list in the current catalog for acceptable classes to meet the A.S. degree requirement.

### English Composition

**A total of 3 units**

See the course list in the current catalog for acceptable classes to meet the A.S. degree requirement.

### Mathematics

**A total of 3 units**

See the course list in the current catalog for acceptable classes to meet the A.S. degree requirement.

### Communication/Analytical Thinking

**A total of 3 units**

See the course list in the current catalog for acceptable classes to meet the A.S. degree requirement.

### Multicultural/Gender Studies

**A total of 3 units**

See the course list in the current catalog for acceptable classes to meet the A.S. degree requirement.