

# Security Dispatcher Job Description

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- Provide security for an organization or facility
- Enforce company policies and procedures
- Respond to emergency situations
- Maintain records on all incidents that occur at the workplace
- Determine whether an incident requires police intervention
- Carry out background checks on employees
- Evaluate employee performance
- Train new hires
- Keep up-to-date with current laws, regulations, and industry standards
- Respond to requests from management
- Answer phones when needed.