



JOB DESCRIPTION

Police Technician

City of Fridley
Fridley, Minnesota

Date:	June 19, 2017		
Position Title:	Police Technician		
Department/Division:	Police		
Grade:	1a	Hourly Rate:	\$19.07 to \$25.06
FLSA Status:	Non-exempt		
Position Reports And Is Accountable To:	Administrative Sergeant		

ORGANIZATIONAL MISSION:

In 2014, the Fridley City Council adopted the following organizational mission: “We believe Fridley to be a safe, vibrant, friendly and stable home for families and businesses.” In addition, City staff committed to the vision by focusing on the core values of being responsive, driven and friendly.

SUMMARY:

Performs duties requiring independent judgement and specialized knowledge within the Information Services function of the Police Department; provides advanced clerical, technical and administrative support involving police records, criminal justice databases, found property and evidence; interacts with staff, external agencies, and the general public; performs record keeping, reporting, analysis, and customer service assistance; interpretation of data and decisions are made within established parameters and under the general supervision of the Administrative Sergeant.

ESSENTIAL JOB FUNCTIONS:

1. Provides a high level of customer service by engaging in daily and continuous public interaction and is primary staff contact at the front desk.
 - Uses courtesy, tact, and a high level of confidentiality and sound judgement.
 - Provides frequent communication of basic information and regular communication requiring detailed procedural explanations or technical responses.
 - Assists in resolving concerns, complaints and problems at the front window or on the phone.
 - Maintains a courteous and calm demeanor when dealing with people in emotionally charged situations.

2. Processes computerized and handwritten police incident reports and related documentation.
 - Reads and interprets each incident report and uses a high degree of analysis to determine appropriate processing and disposition.

- Classifies offense and non-offense reports and determines the appropriate Minnesota Offense Code (MOC)/Uniform Offense Code (UOC) using a complex decision process.
 - Reviews incident reports and records for accuracy and completeness; detects and corrects errors.
 - Enters incident reports and scans related documentation into the Records Management System (RMS) in a timely manner.
 - Maintains quality and integrity of Master Indices in RMS; evaluates for valid linkages.
3. Performs Criminal Justice Data Network (CJDN) operator duties.
- Enters, updates, purges, validates and retrieves pertinent data in the Minnesota Criminal Information System (MINCIS) and NCIC per established federal, state, and department guidelines.
 - Sends and receives information to and from other law enforcement and criminal justice agencies using the National Law Enforcement Telecommunications System (NLETS); responds to urgent MINCIS/NCIC hit confirmation requests within the allotted time frame.
 - Develops and implements data processing procedures in response to changing federal and state laws, rules and regulations.
4. Runs background checks and conducts related research on prospective City employees, appointees, volunteers and independent contractors as well as City business and occupational licensing and State firearms permit applicants.
- Queries and interprets criminal history records per established federal, state, and department guidelines; subject to audit and sanction by the State's Bureau of Criminal Apprehension (BCA) and the Federal Bureau of Investigation (FBI).
 - Accesses a variety of resources through the Criminal Justice Data Network (CJDN) to obtain background records.
 - Analyzes records and data received and makes additional or follow-up queries as appropriate.
5. Responds to data requests from staff, external agencies and the general public in conformity with the Minnesota Government Data Practices Act, federal laws and department guidelines.
- Creates copies, collates documents, and distributes to various units and external agencies as required.
 - Carefully reviews police incident reports and data prior to release for data practices compliance.
 - Redacts private and confidential data as required.
 - Creates and compiles Calls for Service (CFS) and statistical reports from data entered in the RMS.
6. Acts as property and evidence custodian as assigned.
- Oversees the receipt, identification, categorization, storage, custody and disposition of a wide range of evidence, found property, safekeeping items, and items held for destruction

- in accordance with court orders and established federal, state, local and department guidelines.
- Coordinates transfer of evidence for forensic processing and court trials; monitors adjudication of cases for disposition determination; releases evidence as specified by law.
 - Researches ownership of found property and sends notifications to appropriate parties; determines appropriate disposal of unclaimed items such as for auction, diversion, or destruction.
 - Adheres to recognized standards and department guidelines to maintain security and integrity in the storage and handling of all property and evidence; conducts periodic inventories and audits; maintains chain-of-custody records on all transactions.
7. Provides administrative support to other functional units of the Department, including Investigations, Pawn Detective, and Special Projects.
 - Transcribes statements.
 - Organizes and assembles case files and digital records/evidence for submission to court.
 - Prepares case-related documentation and obtains reports from external agencies.
 - Updates RMS and Case Management System (CMS) with status and dispositions.
 - Reviews Automated Property System (APS) database and NCIC reconciliations.
 - Prepares and submits monthly pawn transaction and false alarm billing.
 8. Reviews reports received through On-Line Reporting System.
 - Evaluates reports for conformity to submission criteria; rejects non-conforming reports.
 - Processes accepted reports into the RMS
 - Forwards reports to staff, other City departments, or external agencies for appropriate follow-up.
 9. Monitors and uses the 800 MHz radio system and Mobile Digital Terminal to relay and/or seek information; sends and receives teletype messages from other law enforcement agencies; informs staff of matters requiring their attention.
 10. Processes revenue and receipts for police data requests.
 11. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

1. High school graduate or GED equivalent.
2. Specialized training in office or administrative/clerical support beyond high school that can be obtained in one year or less and at least two (2) years of related experience, or the equivalent.
3. Two (2) years of experience using personal computers and contemporary office productivity software, to include database applications.
4. Able to type at least 50 words per minute with a high level of accuracy.

5. Finalists will be required to participate in an administrative and clerical competency test (which may involve word processing, data entry, math, reading comprehension, cognitive and analytical abilities, organization, and filing).
6. Successfully complete and pass a thorough criminal background investigation and reference verification process and additional testing if necessary.
7. NCIC Operator certification is a requirement for the position and must be obtained within the first ninety (90) days of employment; re-certification is required every two (2) years.

DESIRED QUALIFICATIONS:

1. Accredited training in business, office administration, law enforcement, or related field.
2. Two (2) or more years of responsible administrative/clerical experience.
3. Solid experience in data entry and records management systems.
4. Previous experience working in the records function of a police department.
5. Previous experience working with highly sensitive and confidential material, including familiarity with data practices rules and regulations.
6. Certified CJIS/NCIC Operator.
7. Specialized training in office or administrative/clerical support beyond high school that can be obtained in one year or less and at least two (2) years of related experience, or the equivalent.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of general office procedures, standard clerical techniques and contemporary office equipment.
2. Knowledge of law enforcement or municipal police organization.
3. Knowledge of NCIC, CJIS, MINCIS, NLETS administrative and operational procedures and regulations.
4. Knowledge of police radio procedures and codes.
5. Knowledge of records management systems and databases, including the use of master indices.
6. Knowledge of federal, state, and department guidelines regarding data handling.
7. Knowledge of recognized standards for evidence and property handling.
8. Knowledge of business English and spelling.
9. Skill in analyzing, categorizing and coding police incident reports.
10. Skill in detecting and correcting errors.
11. Skill in applying standards, guidelines, rules, regulations, laws and ordinances to duties.
12. Ability to operate a standard computer terminal and the attendant software currently in use such as PsPortals, Windows Operating System, and Microsoft Office Suite.
13. Ability to view information on computer screens.
14. Ability to read and understand the English language.
15. Ability to hear and speak clearly and distinctly to communicate effectively.

16. Ability to accurately perform basic mathematical calculations, including addition, subtraction, multiplication, division, percentages and ratios.
17. Ability to understand oral and written instructions.
18. Ability to memorize, retain and apply relevant codes and information
19. Ability to learn, interpret and process detailed practices and procedures.
20. Ability to think creatively, reason, solve problems, anticipate issues and report concerns to supervisors or appropriate personnel.
21. Ability and willingness to learn additional duties as well as to collaborate, participate, and assist with all Department functions, projects or planning, as needed.
22. Ability to respond rapidly and effectively to requests.
23. Ability to focus on a task in the presence of other distracting or irrelevant stimuli.
24. Ability to maintain flexibility and composure in responding to changing requirements and in coordinating multiple priorities.
25. Ability to handle and maintain confidential material and work independently.
26. Ability to effectively deal with angry, irate or disgruntled people.

WORK ENVIRONMENT:

Must be able to be scheduled for work between the hours of 8:00 a.m. to 4:30 p.m., Monday through Friday, with occasional weekends. Some additional hours or flexibility in the schedule may be available.

The attached work environment characteristics are representative of those an employee encounters while performing the essential functions of Police Technician. Reasonable accommodations may be made to enable a person with disabilities to perform the essential job functions, depending on the department's need and staffing levels.

NOTICE:

The above job profile does not include all essential and nonessential duties of this job. All employees with disabilities are encouraged to contact the Human Resources Department to review and discuss the essential and nonessential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if she/he can safely perform the essential function of this job with or without reasonable accommodation. If you are disabled and need additional assistance in completing this application or you need assistance with the testing process, please call (763) 572-3507. TDD number is (763) 572-3534.

COMPENSATION AND BENEFITS:

Hourly wage is \$19.07 to \$25.06 per hour, depending on qualifications. For employees who work 40 hours per week or more, the benefits include a variety of options, paid entirely or in part for the employee by the City, which includes life, health, and dental insurance; short-term disability; eighteen (18) days of annual leave per year (pro-rated); eleven (11) paid holidays per year (pro-rated); employee wellness program; as well as the employer's share of payments to workers' compensation, unemployment compensation, and Public Employees Retirement Association. Additional voluntary benefits include a flexible spending account program,

supplemental, life insurance for employee, spouse, and dependents; long-term disability; and special events/activities organized by the Employee Relations Committee.

APPLICATION PROCEDURE:

Applicants must complete a City of Fridley application on-line at www.fridleymn.gov or you can download the packet, which includes the job description, job activity requirements, and the City of Fridley Employment Application. Application materials are due no later than 4:00 p.m. on Monday, July 17, 2017. A cover letter and resume is also recommended. Questions? Contact City of Fridley Human Resources Department at 6431 University Avenue N.E., Fridley, MN 55432 or call (763) 572-3504.

June 2017

The City of Fridley will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital or familial status, sexual orientation or status with regard to public assistance.

AA/EEO/ADAAA

Fridley Job Activity Requirements

Mental/Motor, Environmental, Physical Demands, and Hazardous Environment

Job Title: Police Technician

Department/Division: Police

Brief Description of the Job Performed: Performs data entry, administrative and clerical support services consistent with the mission and goals of the Fridley Police Department. Provides information and assistance to the public in accordance with department policy and data practices laws. Represents the City in a courteous, helpful and professional manner.

Motor/Mental Ability	VI	O	F	C	Environmental	VI	O	F	C	Physical Demands	VI	O	F	C
Mathematics			X		Works with Others			X		Sitting				X
Reading				X	Works Alone		X			Standing		X		
Writing		X			Customer Contact			X		Walking		X		
Reasoning			X		Shift Work			X		Running				
Problem Solving			X		Extended Day	X				Lifting		X		
Attentiveness				X	Extreme Hot	X				Pushing/Pulling	X			
Work Supervision					Extreme Cold	X				Carrying		X		
Guidance Available			X		Extreme Noise	X				Bending at Waist		X		
Autonomy				X	Confined Area	X				Climbing (step stool)	X			
Social Interaction		X			High Places	X				Repetitive hand motion				X
Supervising Other Employees					Work Indoors				X	Twisting upper Body		X		
					Work Outdoors	X				Reaching		X		
					Mechanical Hazards	X				Kneeling	X			
					Electrical Hazards	X				Driving	X			
					Explosive Material	X				Crouching	X			
					Chemicals (OSHA Def).	X				Crawling				
					Fumes	X				Use arm muscles over extended periods				X
					Gases	X				Use leg muscles over extended periods	X			
					Other (office distractions)		X			Over shoulder height work	X			
										Stationary desk, computer or bench work with neck bent forward				X
										Use hand to finger dexterity to handle, feel, operate and/or manipulate objects, tools, controls, and equipment				X

Demand Codes:

- Blank = Not Applicable or Not Present
- VI = Very Infrequent, 1 to 2 times a week
- O = Occasional, up to 1/3 of time
- F = Frequent, 1/3 to 2/3 of time

C = Constant, more than 2/3 of time

The number of times the following weights are *lifted*.

Weights Lifted in pounds	Times per day	Objects Lifted	From what heights to what height in ft.
0 - 10	0 to 1	Paper (reams)	0 - 8 feet
11 - 24	0 to 1	Box	0 - 8 feet
25 - 34			
35 - 50			
51 - 74			
75 - 100			
100 - 150			

The number of times the following weights are *carried*.

Weights Carried in pounds	Times per day	Objects Carried	Distanced Carried in ft.
0 - 10	0 to 1	Paper reports	0 to 10 feet
11 - 24	0 to 1	Box	0 to 25 feet
25 - 34			
35 - 50			
51 - 74			
75 - 100			
100 - 150			