

**MEETING DATE:** 01/26/09

**AGENDA ITEM:** 1) Approval of the Revised Classification Specification for Police Records Technician.

**ATTACHMENTS**

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| 1. Classification Specification for Police Records Technician                             | 1 - 2        |
| 2. Organizational Chart for the Police Department, Administration & Investigations Bureau | 3            |

# ATTACHMENT 1



## POLICE RECORDS TECHNICIAN

### DEFINITION

Occupants of this classification are in the classified service. These classification positions performs specialized police records duties utilizing office equipment and requiring a working knowledge of the specialized records subject matter and the specialized functions involved. The incumbents of this classification require and receive minimal supervision, but function within general procedural and policy limits.

### SUPERVISION RECEIVED AND EXERCISED

The positions assigned to this classification report to the Records Section supervisor or Watch Commander.

### ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Maintains crime, arrest, and incident report files. Ensures such records are properly organized and keeps filing up-to-date by correctly using the Department's filing system. Checks documents for completeness, accuracy, and compliance with legal and other requirements.
2. Accepts walk-in requests for reports or information, and c Courteously and tactfully assists the public.
3. Enters and retrieves information and data from law enforcement teletype and computer terminals. Inputs data to the teletype and computer terminal. Operates other office equipment such as fax, word processor and the accompanying printer.
4. Retrieves, assembles, and disseminates reports and information from the files in an accurate and timely basis for Departmental staff. Understands and is able to correctly use the filing system to respond to requests for reports and information.
5. Prepares criminal statistical reports required by the Police Department consistent with established deadlines.
6. Classifies incoming crime reports in accordance with the Federal Bureau of Investigation ("FBI") Uniform Crime Reporting Criteria. Minimizes classification errors.
7. Processes fingerprint cards entering arrest data to the card, forwarding copies to the Department of Justice and the FBI, and filing a copy in departmental files.
8. Receives, verifies, and accounts for money for bail and for reproducing police reports with extreme care and accuracy.
9. Processes taxicab permits, business license applicants and classified school personnel. Administers tests, takes fingerprints, prepares receipts and performs background checks using business license and traffic bureau information.

## MARGINAL JOB DUTIES

The following tasks are typically performed by individuals in this classification but are not considered essential.

1. Assists jail staff by performing jail duties assignments, of a matron as required when housing to strip search female prisoners, including but not limited to: observing , make regular jail checks, strip searches, and female arrestees during assists in transportation. of arrestees to County jail or local hospitals.

## MINIMUM KNOWLEDGE, SKILLS AND ABILITY

### Knowledge of:

- Modern office methods and practices, and the operation of common office equipment.
- Basic English, grammar, spelling, vocabulary, and arithmetic.

### Skill and Ability to:

- Update and maintain records and files.
- Read and write basic English.
- Operate standard office machines such as word processors, computer terminal and printers, fax machine.
- Follow verbal and written instructions.
- Understand and interpret written material and records.
- Accurately using mathematical figures, grammar, punctuation, and spelling.
- Prepare reports in an accurate fashion.
- Establish and maintain effective working relationships with other divisions, fellow employees, and the public.
- Keyboard accurately at a speed of 35 net words per minutes.
- Perform arithmetic computations quickly and accurately.

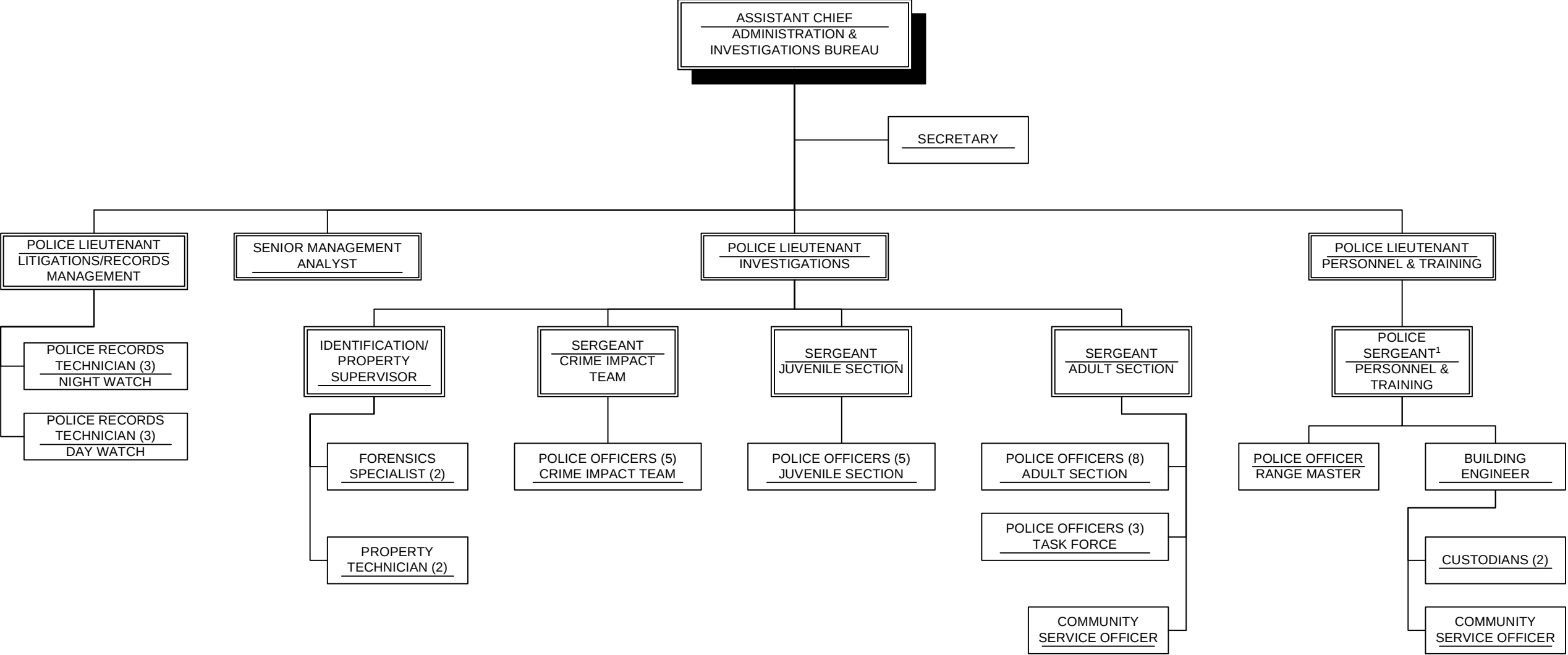
## TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: high school graduation or equivalent and one year of clerical experience.

## PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach, and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to office environmental conditions.
- May be required to work evenings, or weekends or holidays.
- May be required to work at a video display terminal for prolonged periods.

POLICE DEPARTMENT  
ADMINISTRATION & INVESTIGATIONS BUREAU



<sup>1</sup>Indicates supervision of excepted part time personnel, Police Recruits.