

CITY OF SIMI VALLEY

POLICE RECORDS TECHNICIAN I POLICE RECORDS TECHNICIAN II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under immediate supervision (Police Records Technician I) or general supervision (Police Records Technician II), performs a variety of specialized clerical and technical duties involved in processing various police records and reports; receives, enters, researches, and assimilates data in a records management system and other database systems; identifies and maintains crime activity and known offender information and statistics; and, performs a variety of related duties involved in the maintenance of highly confidential records.

DISTINGUISHING CHARACTERISTICS

Police Records Technician I – This is the entry-level class in the Police Records Technician series performing clerical and technical duties involved in the maintenance of highly confidential records and crime data. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Police Records Technician II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Advancement to the “II” level is based on demonstrated proficiency in performing the assigned functions and is at the discretion of higher level supervisory or management staff.

Police Records Technician II – This is the journey-level class within the Police Records Technician series performing clerical and technical duties involved in the maintenance of highly confidential records and crime data with only occasional instruction or assistance. Positions at this level are distinguished from the Police Records Technician I level by the performance of the full range of duties as assigned including processing, coding and independently entering various reports into a records management system, working independently, applying well developed program knowledge, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class series are flexibly staffed and positions at the Police Records Technician II level are normally filled by advancement from the Police Records Technician I level.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Receive, process and audit confidential police records, reports and crime data information according to established guidelines; perform specialized computer searches and queries; distribute reports and crime information to internal staff, outside agencies, and members of the public according to established guidelines and laws.
2. Receive, maintain, and update computerized police records and reports via electronic processing; ensure reports meet UCR, NIBRS, and DOJ rules and guidelines; transfer, audit and update data

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Police Records Technician I/II (Continued)

into CLETS/NCIC including lost/found or stolen property, vehicles that have been stored, impounded, or repossessed, court orders, restraining orders, and missing persons and their personal information and identifying marks.

3. Assist officers, law enforcement personnel, and other law enforcement agencies with various requests regarding crime trends/patterns, known offenders, background checks, DMV reports, subpoenas, and criminal history; conduct specialized research and gather information as necessary.
4. Answer the telephone and assist the public with questions related to police records, reports and crime information; respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
5. Order and maintain supplies for the assigned unit.
6. Receive and process subpoena and background requests; receive and collect payment for officer civil subpoenas.
7. Receive and process Letter of Agency forms for business property trespassing.
8. Process and seal criminal histories when court ordered; process expungement orders; notify proper government agencies when process is completed.
9. Process in-custody packets for court officer including warrant declaration, felonies, and misdemeanors; process detention forms and disposition forms for court officer; type criminal complaints and submit to court.
10. Receive and enter all NCIC/CLETS required submissions; maintain and audit entries in preparation for periodic state audits; ensure access to criminal information is performed within the proper guidelines and established procedures.
11. Accept payments from the public and various agencies; operate cash register; balance daily cash receipts and cash drawer; prepare bank deposit.
12. Scan a variety of reports into the records management system, including District Attorney task requests, court and hospital billing, property disposition, evidence and any other necessary documents pertinent to police records.
13. Assist in the identification and monitoring of crime activities, patterns and trends within the City; document and plot criminal activity on City maps utilizing electronic mapping software; update information as activity develops.
14. Develop, audit and run all state and federally mandated statistical reports required by the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI); maintain all in-house statistics.
15. Coordinate with surrounding law enforcement and parole jurisdictions in known offender, registrant and gang tracking; disseminate information as needed.
16. Develop a variety of report data extractions used for administrative, operational and tactical analysis.
17. Utilize various computer programs designed to assist in monitoring and proactively fighting crime; identify modus operandi scenarios to assist in the apprehension of suspects and resolution of cases.
18. Perform extensive auditing of Records Management System (RMS) data; run duplicate name, vehicle and location reports; merge and update as necessary.
19. Process narcotic registrants; operate the Live Scan machine, take the registrant's photo, enter pertinent information into RMS and issue a State of California registration card.
20. Process and enter pawned proper data into the RMS.

21. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and practices of police report preparation.

Principles and practices used in establishing, utilizing, and maintaining files and information retrieval systems.

Principles and practices of data entry and proofreading.

Legal terminology and practices involving criminal reports, records maintenance, and local court procedures.

California Law Enforcement Telecommunications System (CLETS), National Crime Information Center (NCIC), and Criminal Justice Information System (CJIS) policies and procedures.

The California Public Records Act.

Uniform Crime Reporting definitions.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Specialized computer applications used in area of assignment.

English usage, spelling, grammar and punctuation.

Pertinent federal, state, and local laws, codes, regulations and guidelines.

Ability to:

Understand and apply appropriate federal, state, and local laws, codes, and guidelines.

Understand and release reports according to the California Public Records Act.

Accurately enter police reports and other legal information into the computer.

Proofread information for accuracy and completeness.

Prepare clear and concise documents and reports.

Perform extensive police research.

Type at a speed necessary for successful job performance.

Operate modern office equipment including computer equipment, PBX, cash register, microfilm machine, and scanner.

Operate and navigate records management computer systems.

Adapt to changing technologies and learn functionality of new equipment and systems.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Multitask and perform work duties with constant interruption.

Perform work within established timelines.

Maintain confidentiality of records information.

Establish and maintain effective working relationships with those contacted in the course of work.

Police Records Technician I

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

One year of clerical experience is desirable.

License or Certificate:

Possession of, or ability to obtain within 6 months of hire, CLETS certification issued by the Department of Justice.

Ability to obtain POST Records and Public Records Act certifications.

Police Records Technician II

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized police clerical training.

Experience:

One year of experience comparable to a Police Records Technician I with the City of Simi Valley.

License or Certificate:

Possession of and ability to maintain CLETS certification issued by the Department of Justice.

Ability to obtain POST Records and Public Records Act certifications.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Office and public counter setting; exposure to computer screens; shift work is required, including weekends and holidays.

Physical: Primary functions require sufficient physical ability to work in an office and public counter setting; walk, stand, or sit for prolonged periods of time; light lifting and carrying; operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

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Johnson & Associates

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