



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Police Records Technician	BAND/LEVEL:	ADM II
DEPARTMENT:	Police Department	JOB NO:	4060
DIVISION:	Services Bureau/Support Services Division	DATE:	10/10/2019
REPORTS TO:	Supervisor, Police Records	FLSA STATUS:	Non-Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	221
REPLACES:	N/A	LAST REVISED DATE:	08/27/2018

JOB SUMMARY STATEMENT: Completes activities and operations in the Police Records Unit which include recording, copying, disseminating and storing of confidential police records in accordance with federal and state laws, and city policies and procedures. Acts as a Custodian of Police Records. Performs research and data retrieval in response to Police Records Dissemination requests. Deals with the general public often as the first point of contact for the Police Department. Performs fingerprinting services for citizens. Responds to questions and requests for information and resolves problems related to police records and the Records Management computer system. Receives and processes deliveries of mail. Receives and coordinates the delivery of packages and dock shipments.

DUTIES AND RESPONSIBILITIES:

1. Accesses confidential and secured websites and databases (Video evidence system, Police Records Management System, REJIS, NCIC, and document imaging system) to complete police record inquiries, entries, deletions and research. Enters and removes stolen autos and property items; enters arrest records and processes expunged records as ordered by courts. Reviews department video and audio files and copies resulting file searches to recording discs.
2. Conducts background checks of Criminal History Record Information (CHRI) files for outside agencies such as Office of Personnel Management, Military recruiters, and City licensing applicants. Responds to inquiries per State law and department written directives.
3. Receives and reviews Discovery requests submitted by the District Attorney, Defense Attorneys, defendants, Probation, other Law Enforcement entities, and Social Services. Processes complaint requests, retrieves Criminal History Record Information, disseminates police reports, audio and video copies, and distributes requested information. Requests, stores, handles and copies all VCR tapes, CD's and DVD's evidence obtained for Discovery purposes from Overland Park Police Department Property. Ensures compliance with all applicable State laws and department written directives.
4. Receives, reviews and processes all Court Subpoena's. Accesses Criminal History Record Information to locate, copy, and disseminate all applicable police reports, photographs, audio and video files, and other information. Ensures information requests, report releases, and subsequent follow-up is consistent with State laws and department written directives.
5. Provides customer service for walk-in Station inquiries and responds appropriately to questions, citizen requests, facilitates service requests, or provides other appropriate direction. Answers phones and directs caller to appropriate service. Determines if a police call for service is required. Explains services, policies and procedures related to dissemination of police records.

6. Collects cash or credit card fees for Records Unit services such as subpoenas, Discovery Items, police reports, and fingerprints. Enters data into EnerGov and balances cash register at the end of each work day. Forwards revenue and associated deposit forms to Finance.
7. Prepares and mails copies of all accident reports to the State. Forwards request from the state for amended reports and corrections to appropriate officers. Coordinates return of Officers' responses to state inquiries.
8. Performs fingerprinting services for Overland Park Citizens. Ensures quality of resulting fingerprints complies with KBI requirements. Performs general maintenance of the fingerprint machine and purges files as necessary.
9. Scans and attaches all police report supplements sent to Records. Processes all insurance company requests for police reports and online citizen police reports filed in COP LOGIC.
10. Processes incoming mail and deliveries. Coordinates dock deliveries with Maintenance personnel. Maintains adequate office supply inventories, and tracks and orders printed Department forms.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Basic education which includes courses in typing, basic mathematics, bookkeeping, and operation of office machines and personal computer (word processing, spreadsheets, and Presentations) or an equivalent combination of education and work experience.
- **Access to the Kansas Criminal Justice Information System (KCJIS) is required, so the following KCJIS requirements apply:**
 - Must be at least 18 years of age.
 - Must have not been convicted of a felony or serious misdemeanor.

EXPERIENCE:

- Two to three years, or an equivalent level of experience, of secretarial and clerical experience (including use of PC).

SKILLS:

- Basic math and accounting skills.
- Typing and keyboarding skills.
- Data entry.
- Good listening skills.
- Intermediate computer skills.
- Ability to utilize technical equipment and corresponding software programs such as Rimage burners for in-car video equipment, tape and video duplication equipment, digital fingerprint equipment, NICE Inform software, Watermarking software, COPLOGIC, and Full Court programs and microfilm equipment.
- Thorough knowledge of divisional practices and procedures of the function, as well as organizational policies and procedures.

MENTAL REQUIREMENTS:

- Analytical skills.
- Ability to work independently.
- Diplomacy and judgement.
- Organizational skills.
- Ability to work in a hectic environment with many interruptions.
- Ability to calmly deal with angry or frustrated people.
- Ability to comprehend and protect confidential and sensitive information.
- Concentration.
- Alpha and numeric recognition.

PHYSICAL REQUIREMENTS:

- Hand and eye coordination adequate to input computer, keyboard, operate a calculator and other office equipment.
- Ability to make and receive phone calls.
- Visual stamina and acuity adequate to review alpha/numeric data and to spend long periods looking at computer screen.
- Must be able to stand for up to 20 minutes at a time.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.