

City of San José
CLASS SPECIFICATION

Title: Police Data Specialist I/II (FT/PT) (1181/1182/1183/1184)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Police Department	Senior Police Data Specialist	Non-Exempt

CLASS SUMMARY

Under immediate (Police Data Specialist I) to general (Police Data Specialist II) supervision, provides specialized technical support within the San José Police Department (SJPD) utilizing automated law enforcement systems. Operates computer terminals, accessing all local, state, and national automated systems for law enforcement and criminal justice information to process, input, and control the quality of all offense, incident, and accident reports into the Records Management System (RMS). Rolls identifiable fingerprints; processes fingerprint cards and forwards to the DOJ and FBI, as appropriate. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Police Data Specialist I/II is the flexibly staffed entry/journey class in the Police Data Specialist series, described as follows:

Police Data Specialist I - This is the entry-level class in the Police Data Specialist classification series responsible for providing support to the SJPD's records generation, processing and distribution operations. Positions at this level are not expected to function with the same amount of knowledge or skill level as positions allocated to the Police Data Specialist II level and usually 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. As experience is gained, assignments become more varied and are performed with greater independence.

Police Data Specialist II - This is the journey-level class in the Police Data Specialist classification series responsible for performing the full range of technical support to the SJPD's records generation, processing and distribution operations. Incumbents are expected to work independently and exercise 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. This class differs from the Senior Police Data Specialist in that the latter class is responsible for supervising a segment of the records operation on an assigned shift or specialized assignment.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Police Data Specialist I

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate).

Police Data Specialist II

Completion of high school or equivalent (General Education Development [GED] Test or California Proficiency Certificate) AND one (1) year of experience in which the major assignment was the entry and retrieval of law enforcement data and identification information through a full range of automated police information systems.

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Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise - Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork & Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Customer Service – Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- Flexibility – Makes effective decisions and achieves desired results in the midst of major changes in responsibilities, work processes, timeframes, performance expectations, organizational culture, or work environment.
- Multi-Tasking – Can handle multiple projects and responsibilities simultaneously; has handled a wide variety of assignments in past and/or current position(s).
- Reliability - Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.

DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Operates computer terminals, accessing all local, state, and national automated systems for law enforcement and criminal justice information (including but not limited to the Department of Justice [DOJ] and the National Crime Information Center [NCIC]); processes, inputs, and controls the quality of all offense, incident, and accident reports into the RMS. Verifies and processes all felony and misdemeanor warrants; inputs warrants into local, state and federal automated criminal justice systems. Verifies accuracy and proper identification of offenders through local, state and federal automated criminal justice or Department of Motor Vehicle (DMV) systems. Processes release of defendants on own recognizance; sets court dates; accepts bail. Schedules transportation of prisoners with outside	Daily/Several Times

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	agencies. Notifies officers of prisoners held by other cities and ensures prisoners are picked up within prescribed time limits.	
2.	Inputs, researches, and retrieves data for case enrichment of crime reports and develops and identifies suspects for investigative officer follow-up. Accesses local, state, and national automated systems for suspect identification. Inputs all firearms data into specialized database systems.	Daily/Several Times
3.	Receives requests for police reports from multiple sources; within defined parameters, determines validity of request and identifies authorized recipients; releases information in accordance with City and mandated rules and regulations; and collects fees.	Daily/Several Times
4.	Sends and retrieves telecommunications; inputs stolen property and pawn data into specialized database systems. Inputs missing persons data into the NCIC System. Processes computer generated printouts of firearm validation lists. Researches and seals court-ordered juvenile criminal detentions. Maintains current state-wide criminal history log. Compiles Drunk in Public complaint list and forwards to Court. Researches and compiles data for subpoena compliance.	Daily/Several Times
5.	Rolls identifiable fingerprints; processes fingerprint cards and forwards to DOJ and FBI, as appropriate; complies with sex, narcotics and arson offenders registration requirements; inputs criminal citations and controls the quality of criminal histories; updates arrest disposition in the Criminal Justice Information Center (CJIC). Researches and processes requests for sealings of adult criminal arrests. Processes informal booking of suspects cited for criminal offenses or arrested on outstanding warrants.	Daily/Several Times
6.	Inputs stolen, recovered, impounded and towed vehicles associated with misdemeanor, felony crimes, and/or missing persons into NCIC and DOJ systems; sends county-wide All-Points Bulletins (APB's) on stolen vehicles; notifies owners of police-towed vehicles and confirms identification of owners for release; checks for warrants and current registration; collects imposed fees.	Daily/Several Times
7.	Reviews reports written by officers and routes them to the appropriate investigative units for follow up.	Daily/Several Times
8.	Transcribes a variety of documents including, but not limited to, officer reports, Dispatch Trac 7 reports, and Online Citizen reports; routes reports to investigative units for follow up.	Daily/Several Times
9.	Accepts and confirms restraining orders for law enforcement purposes. Performs quality control and processes criminal and traffic citations.	Daily
10.	Assists in training as needed.	Daily
11.	Tracks and updates SJPD warrants that have been abstracted to other agencies and confirms their served status.	Weekly
12.	Receives narcotic forms; reviews form for accuracy and identifies missing information; once all information is accurate and complete, processes forms and performs data entry into criminal databases.	Weekly
13.	Performs other related duties as assigned.	As Required

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

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PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

In an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Maintain professional demeanor during interactions with staff, customers, and the public.

CLASSIFICATION HISTORY *Created 11/79. Rev. 4/84, Rev. & Ret. 9/89, Rev. 7/79 (Formerly Known as Police Records Clerk II), Rev. 09/17; s003/s001*