

Kremmling Colorado - POLICE TECHNICIAN



Elevation 7,313

A western wilderness nestled in the Rocky Mountain high country, lies a small town located 2 hours northwest of Denver.

Kremmling, Colorado truly embodies the spirit of the American West, still today much of the land is populated by working ranches. If you are looking for a new adventure, new home, or new start, look no further than Kremmling. With a population of just 1,600 people, wildlife vastly outnumbers the human population. Excitement and adventure both overflow in Kremmling, with thrills around every corner.

“Motorsport Capital of Grand County” and “Sportsman’s Paradise” are just two of the many things Kremmling is best known for. Adventure is within Kremmling, miles and miles of untouched ATV and OHV trails surround the Town. From big game like elk and deer to small game like dove and pheasant, there is a wealth of prime hunting. The region has some of the best elk hunting in Colorado with the upper Colorado River or the Gore Canyon as an inspiring back drop. The Colorado River and the Blue River offer some of the best fly fishing in the state. Or provide the most ideal rapids to set out on a rafting or kayaking adventure. However, adventure doesn’t end after summer disappears. During the winter, Kremmling honors exceptional ice fishing on Williams Fork and Wolford Reservoirs and endless amounts of untouched snow or groomed trails for snowmobiling. Ski resorts surround Kremmling, in any direction less than an hour’s drive you will run into a resort. Winter Park, Steamboat Springs, Breckenridge and Keystone are just the few Resorts that are found near Kremmling.

Whatever your adventure style is, fast pace or relaxing, Kremmling is your new place to call home.



JOB POSTING

Class Title: POLICE TECHNICIAN
Department: POLICE DEPARTMENT
Date: JULY 2020
Pay: \$18.63 - \$21.63

GENERAL PURPOSE

Kremmling Police Department is looking for an energetic and adaptive individual to join our community-focused team. This is an excellent opportunity to serve the Town of Kremmling in a civilian support position. We are looking for a strong candidate that will enjoy the challenge of successfully learning specific job duties and performing at a high level. The successful candidate will possess the ability to quickly learn software applications, systems, processes and procedures. A willingness to engage with continual learning and skill-building is essential. The position requires customer service skills as well as the ability to work with a wide range of external stakeholders. Integrity, compassion and a dedication to service are essential values to work with the KPD Team.

Police Technicians coordinates the reception functions of the police department including phone and email communications. Police Technicians assist citizens at the front desk and through telephone contact; accept crime and accident reports; provide general information; maintain criminal justice records files; conduct correspondence; process payments, and collect fees. Police Technicians handle lost and found property, the return of property, VIN inspections, and the intake of a range of counter reports during normal office hours.

Police Technicians perform a variety of tasks in administration of the Police Department with a special emphasis on meeting community requests while utilizing and maintaining highly complex, technical and sensitive police records systems. Police Technicians handle criminal justice requests requiring confidentiality and maintain crucial communications with the courts, prosecutors, defense and the public. Police Technicians are responsible for the dissemination, storage and retention of all police records, including digital records and evidence tracking.

Police Technicians receive specific training in the tasks and systems required for the position. They also perform time sensitive technical work within state and national crime computer systems and ensures compliance with Colorado Open Records Act, extract information from police reports and enters data for crime analysis; enter and retrieve information from computer databases.

Our small department service delivery is enhanced by the performance of all team members. Police Technicians perform essential administrative duties that serve our mission. If you are a thoughtful individual interested in serving the Town of Kremmling Community while building skills and abilities for a career in criminal justice, we look forward to your interest in joining our team.

Must be 18 years or older at the time of employment, Must possess, or be able to obtain by time of hire, a valid Colorado State driver's license without record of suspension or

revocation in any State, No felony convictions or disqualifying criminal histories within the past seven years, High school diploma or GED equivalent (two-year degree preferred); and, General office, communications, or records management experience. See full job description for more details.

PROCESS

Our hiring process is selective and we are proud of the high level of professionalism and quality of team members we hire.

To be employed by the Kremmling Police Department the candidate must satisfactorily complete a background check prior to commencing employment.

To apply: send the Town of Kremmling employment application, resume, and cover letter to P.O. Box 538, Kremmling, CO 80459, or by email to dstoltman@townofkremmling.org. Application packets may also be hand-delivered to 200 Eagle Ave. Kremmling, CO 80459. This position is open until filled. To view the full job description and for other information please visit us at <http://www.townofkremmling.org/kpd.html>

POSITION DESCRIPTION

Position Title: Police Technician
Department: Police
Date: June 2020

GENERAL PURPOSE

Performs a variety of routine and complex clerical, administrative and technical work in the administration of the police department including general coordination of departmental functions.

SUPERVISION RECEIVED

Works under the general supervision of the Chief of Police.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides administrative support to the police administration in all areas of departmental functions.

Handle concise technical information and criminal justice requests requiring confidentiality.

Performs time sensitive technical work within state and national crime computer systems and ensures compliance with Colorado Open Records Act, enters and retrieves information from computer databases; assists citizens at the front desk and through telephone contact; accepts crime and accident reports; provides general information; maintains criminal justice records files; compose correspondence; process payments, and collect fees.

Manages the Kremmling Police Department POST Portal and responsible for tracking and managing training records.

Provides support for the divisions within the department with specific emphasis on Training, POST Compliance, Equipment and Uniforms, Grants and Special Projects.

Responsible for basic property room function of Evidence/Property Room Technician. Responsible for general Property Room operations. Ability to use an electronic inventory tracking system. Performs release of property to owners. Completes documentation for transactions of Property Room.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assists in the preparation of the annual budget.

With direction from administration, coordinates and communicates financial activities including accounts payable, budgeting, etc.

Ensures that departmental training processes are properly administered, develops and implements more effective procedures as necessary.

Translates and interprets statutes and codes data according to National Incident Based Reporting System (NIBRS) into secondary database for reporting and statistical accuracy.

Records technicians are responsible for the creation, review, filing, storage, retention, release, distribution, and destruction of police records. They work closely with officers, dispatchers, police administration, courts and the public.

Ensures accuracy of all data input by other law enforcement staff and CICJIS court personnel into various systems. Accesses criminal history and court proceeding records to resolve data discrepancies.

Disseminates case information and evidentiary items to DA's office, municipal and county/district courts, DMV and other law enforcement entities with appropriate tracking for chain of custody and use of electronic evidence platforms.

Keeps up-to-date on all records release, criminal justice records, and juvenile code laws. Maintains a Colorado Certified Records Network (CCRN) certification.

Operates CCIS and NCIC criminal data information systems with specific entry requirements for Sex Offender Registrations and Warrants. Performs warrant modifications and cancellations for municipal and county/district courts.

Conducts extensive research analysis and compiles documentation in several specific areas such as liquor license clearances and records checks. Perform checks within statutory timeframes.

Maintains working knowledge of multiple legacy data systems for accurate and timely data extraction.

Responsible for the timely and accurate sealing of criminal justice records per Court order. Assists in the retention schedule process of criminal justice records.

Processes requests for report copies and SSPD incidents contacts from public and other law enforcement agencies using Colorado Open Records Act (CORA) rules.

Processes lab results from Colorado Bureau of Investigation (CBI); Processes blood test results from Colorado Department of Public Health & Environment (CDPHE).

DESIRED MINIMUM QUALIFICATIONS

General:

- (A) Must be 18 years or older at the time of employment;
- (B) Must possess, or be able to obtain by time of hire, a valid Colorado State driver's license without record of suspension or revocation in any State;
- (C) No felony convictions or disqualifying criminal histories within the past seven years;
- (D) Must be able to read and write the English language.

Education and Experience:

- (A) High school diploma or GED equivalent (two-year degree preferred); and
- (B) General office, communications, or records management experience, or
- (C) An equivalent combination of education and experience.
- (D) Ability to complete various trainings within the first year of employment to obtain required certifications (CORA, CCIC/NCIC access, Colorado Certified Records Technician) in addition to NIBRS and Sex Offender Registration when offered by CBI.

Necessary Knowledge, Skills and Abilities:

- (A) Must be able to maintain sensitive and confidential information on a daily basis.
- (B) Ability to learn, understand, and interpret a variety of legal requirements including the Colorado Open Records Act (Title 24, Article 72, Part 2), Criminal Justice Records Act (Title 24, Article 72, Part 3), Children's Code Records and Information Act (Title 19, Article 1, Part 3); and other Colorado Revised Statutes.
- (B) Ability to learn the basic functions, terminology, services, and principles and practices of law enforcement work.
- (C) Skill in the operation of most of the tools and equipment listed below.
- (D) Understanding and willingness to interact with defendants, victims and witnesses.
- (E) Ability to learn the applicable laws, ordinances, and department rules and regulations; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to follow verbal and written instructions; Ability to learn the Town's geography.
- (F) Ability to build positive communication and rapport with other team members both within the immediate work group, the department and across all other departments and community partners.

TOOLS AND EQUIPMENT USED

Personal computer, including spreadsheet and word processing software; telephone; and security systems.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must have the ability to work outdoors and drive.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee occasionally works in outdoor conditions while investigating claims. Employee is occasionally exposed to inclement weather conditions.

The noise level in the work environment is moderate to noisy.

SELECTION GUIDELINES

APPLICATION GUIDELINES

Formal application, rating of education and experience; written test, oral interview, extensive background check, and reference check; other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the

employer and requirements of the job change.