



POLICE SUPPORT SERVICES COORDINATOR, SENIOR

SALARY GRADE: [C1-52](#)

DEFINITION:

Under the direction of an assigned supervisor, provide coordination and direction to the operations of the District Police Department's communications, records, and fingerprinting, departments, as well as property/evidence management, Special Events and Parking assistance. Participate in budget planning; perform complex analysis and reporting to District and outside law enforcement agencies; serve as assistant to Chief of Police.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Assure the functioning of the District Police Department's records, communications and property/evidence divisions; assure that departmental regulations, as well as State and federal laws and policies are followed; assist in day-to-day operations of the department and maintain department equipment.
2. Assist the Chief of Police as assigned; perform special assignments.
3. Responsible for the training and direction of desk officers.
4. Operate communications equipment, including a police radio; evaluate and prioritize calls for service; dispatch proper police, fire and medical personnel.
5. Perform a variety of secretarial duties for the Chief of Police including typing correspondence, filing and other clerical duties; schedule meetings and screen telephone calls as necessary; provide information in person and on the phone; interact with various outside agencies.
6. Release information to the public as necessary; assist in hiring process of police officers and prepare schedules for personnel.
7. Process in-coming evidence, found property and safekeeping; send out required notices to owners and suspects; route evidence to Crime Lab as necessary; maintain chain of evidence; prepare evidence for court appearances; purge evidence in compliance with applicable laws and policies.
8. Obtain criminal history and generate PFN and CEN numbers to ready arrestees for prosecution.
9. Coordinate and oversee (ARMS) Case Management computer system for College Police Records; track and analyze all reports for District Police from CAD database.
10. Register, interview, fingerprint, and photograph 290 (Sex Offenders) on both campuses; assist with the compliance of other laws and penal codes.
11. Fingerprint full and part time personnel and child care workers employed by the District; verify identification and assure correct cards are used and properly completed; utilize a computerized database to access information.
12. Fingerprint individuals for outside organizations including State credentials, licensing and citizenship; maintain fingerprinting contracts with outside agencies; collect and process related monies as needed.
13. Maintain criminal offender record information obtained from fingerprints; release information and maintain records for District employees in accordance with District policy and applicable laws; maintain liaison with Department of Justice.

14. Serve as liaison between the District Police, Parking, and Special Event requestors; assist in coordinating parking preparation, staging, and reserve no parking areas; assist in coordinating and posting directional signage; prepare departmental recharges; assist in the development of parking plans, policies, and procedures.
15. Participate in and oversee financial records; monitor budgets.
16. Perform a variety of duties to prepare and maintain various records related to assigned activities including invoice payments, filing, data processing, retention and destruction of law enforcement documents, money processing, restraining orders, releasing criminal offender records and others. Arrange for subpoena service, traffic citation processing, mail processing, personnel files maintenance, payroll processing and other related duties.
17. Order and maintain supplies and equipment for the office and department including patrol vehicles, office machinery, parking machines, safety supplies and general office supplies.
18. Serve as liaison for the court and District Attorney's office; process incident reports, process court orders to seal records and maintain records in compliance with applicable laws.
19. Develop and coordinate the publication of informational brochures and crime statistics as required by District policy and State laws.
20. Assist Police Officers in Sexual Assault cases.
21. Coordinate mandatory training for Law Enforcement personnel; monitor and maintain required audit information.
22. Issue parking permits and staff parking permits; review contested citations for validity; process parking citations utilizing a computerized system.
23. Oversee the operation of a variety of police and office equipment, including computer equipment, communication and radio devices and telecommunications equipment.
24. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Federal, State and municipal laws.
2. District rules and regulations.
3. Operation of computer systems and assigned software.
4. Modern office practices, procedures and equipment.
5. Regulations and laws regarding records release and retention, evidence retention, destruction and release, property and evidence management, and others related to assigned activities.
6. Subpoena control.
7. Department of Justice uniform crime reports and fingerprint rules and regulations.
8. General police terminology and codes.
9. Oral and written communication skills.
10. Record-keeping techniques.
11. Interpersonal skills using tact, patience and courtesy.
12. Principles of training and providing work direction.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Support and assist in the direction of Police Services to assure a safe environment for staff, students and the public.

3. Communicate effectively both orally and in writing.
4. Establish and maintain cooperative and effective working relationships with others.
5. Maintain records and prepare reports.
6. Operate various office and police equipment as assigned.
7. Assign and review work.
8. Prioritize and schedule work.
9. Coordinate police functions with other departments.
10. Apply and explain policies, procedures, rules and regulations.
11. Complete work with many interruptions.

Education and Experience

Any combination equivalent to:

1. Associate's degree in police science or related field
2. Five (5) years experience in police records management, dispatch or related experience.

LICENSES AND OTHER REQUIREMENTS:

1. Successful completion of specific POST training courses.

WORKING CONDITIONS:

Environment:

1. Office environment.
2. Constant interruptions

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard and police equipment.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling heavy objects up to 30 lbs.

Hazards:

1. Frequent contact with dissatisfied or abusive individuals.
2. Exposure to hazardous materials and biohazards.

Date Approved:
EEO Code: H-50