	<p align="center"><u>TITLE</u> DUTIES & RESPONSIBILITIES – POLICE TECHNICIAN</p>	<p align="center"><u>CHAPTER</u> 11</p>	<p align="center"><u>ORDER NUMBER</u> 11.8</p>
	<p align="center"><u>AUTHORITY</u> DANIEL W. REILLY CHIEF OF POLICE</p>	<p align="center"><u>DATE</u> 10-03-2019</p>	<p align="center"><u>REVISED</u></p>
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I.) PURPOSE

The State of Wisconsin requires by statute and the Village of Caledonia has authorized certain positions to be established within the Caledonia Police Department. This section sets forth the duties and responsibilities of those positions within the police department.

II.) POLICY

This is a non-sworn position which follow the guidelines of the Village’s personnel manual and duties are listed in this policy.

III.) PROCEDURE


POLICE TECHNICIAN

Police Technicians are selected by the Chief of Police from a list of qualified candidates. Technicians will wear a casual but professional dress and have Village Identification on them while under the scope of employment. Technicians will have multiple duties that include, but not limited to: Court Liaison Officer, and TIME System/TAC Coordinator. The Police Technician additionally is also responsible for knowing the position of Records Clerk and all duties listed below in A-G in order to fulfill that role when needed.

A.) POLICE TECHNICIAN

The duties and responsibilities of the police technician shall be:


- 1.) Maintain current knowledge of General Order 11.8
- 2.) Handle all daily operations of Police Support Services (PSS)
- 3.) Handle all PSS concerns in a professional and confidential manner.
- 4.) Coordinate training for self and Records Clerk.
- 5.) Work closely with records clerk while they are in the training phase.
- 6.) Maintain complete and competent records in RMS.
- 7.) Manage and formulate General Orders regarding civilian services.
- 8.) NIBRS Reporting to State and fixing of officers errors.
- 9.) Scheduling employment interviews for police department.

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- 10.) Maintain updated deposit log and receipt records for checks and U.S Currency.
- 11.) Assist with grant writing research and the writing of grants themselves
- 12.) Act as the Court Liaison Officer between the Police Department and the Municipal and County Courts.
- 13.) Act as the TIME System/TAC Coordinator
- 14.) Manage Body Camera records catalogs and original vs. redaction histories.
- 15.) Assist PD Supervision with Evidence Audits as needed.

B.) POLICE SUPPORT RECORDS CLERK DUTIES

- 1.) Handle all incoming and outgoing administrative phone calls for the Caledonia Police Department and forwarding all incoming phone calls to the appropriate staff as needed. Handle citizen walk in needs.
- 2.) Provide screening for all telephone, written, and verbal messages that are channeled through the Police Support Services Center.
- 3.) Perform criminal background check for Police Investigations and employment as needed.
- 4.) Responsible for the management and compliance of State of Wisconsin motor vehicle crash reporting electronic MV4000 within seven days of incident.
- 5.) Retrieve any voicemail messages received overnight/over the weekend and forward, as needed, to appropriate personnel. Research information needed to return the phone calls.
- 6.) Responsible for the information verification of all citations issued into the Police Records System Citation Entry Module.
- 7.) Responsible for all aspects of Police Department records keeping and internal statistics reporting.
- 8.) Maintain and record fine payments as they come into the Police Department.
- 9.) Maintain, record, scan, and attach all hard copy supporting documents to electronic call and case files.
- 10.) Maintain and update all Police Department Records Systems databases in a timely manner; GEO database, name merges/updates, stolen property entries for reporting purposes, business names, and contact information, call down lists for emergency and non-emergency personnel, road closures and related concerns, as well as accurate call and case codes verifications.
- 11.) Assist in maintaining and processing false alarm billing for Village of Caledonia residences and businesses.


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- 12.) Manage “sick call” or “urgent need” staff vacancies for sworn and non-sworn personnel within the Police Department as needed.
- 13.) Serve and assist as a liaison to the Racine County District Attorney’s Office, Department of Corrections, Racine County Human Services, etc., providing information, assistance, case reports, and other items as needed. Prepare all DA paperwork and transport to DA office as needed.
- 14.) Serve as a liaison to the Racine County Joint Dispatch/Communications Center, providing information and assistance where applicable.
- 15.) Keep inventory for the Police Department; check office supplies and order as needed.
- 16.) Maintain all forms used by sworn personnel in squad.
- 17.) Maintain all logs needed, i.e. Report Request Log, Invoice Log.

C.) EVIDENCE CUSTODIAN RESPONSIBILITIES

The duties and responsibilities of an Evidence Custodian shall be:

- 1.) Deliver evidence to appropriate agency for processing.
- 2.) Maintain the department’s evidence/property storage and recoding system.
- 3.) Upload photo evidence to computer storage.
- 4.) Responsible for retrieving all video evidence downloads and needs to include body and squad camera evidence.
- 5.) Arrange for processing, lawful release, or lawful destruction of the department’s evidence/property.
- 6.) Cataloging and competent storage of the department’s evidence/property.
- 7.) Formulating department case files and maintaining such files.
- 8.) Maintain adequate inventory of evidence management supplies and equipment requisition supplies and equipment as necessary.
- 9.) Maintain cooperative relationships with outside agencies.
- 10.) Maintain current knowledge of evidence related equipment, supplies, legal opinions and statutes.
- 11.) Maintain temporary lockers.
- 12.) Be available to officers in regards to handling/processing/room storage of evidence.
- 13.) Maintain current knowledge of crime lab rules and regulations.
- 14.) Maintain current knowledge of packaging and sealing all evidence.
- 15.) Assist in implementation of General Orders regarding evidence.
- 16.) Testify in court regarding chain of custody.


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D.) COURT LIAISON OFFICER

The duties and responsibilities of a Court Liaison Officer shall be:

- 1.) Review Criminal Cases prior to submission to the appropriate agency.
- 2.) Formulate and submit criminal case packets to the appropriate agencies.
- 3.) Review and submit pertinent criminal traffic violations to the proper agency.
- 4.) Forward memos and subpoenas to appropriate subjects.
- 5.) Release reports, photos in accordance with the open records laws.
- 6.) Complete and/or forward all follow up requests from the District Attorney’s office.
- 7.) Release discovery packets to defense attorneys in accordance with open records laws and coordination with the District Attorney’s office.
- 8.) Maintain positive and professional relations with outside agencies.
- 9.) Business hours availability in regards to District Attorney Contacts and/or questions.
- 10.) Print court documents for Village Attorney as needed.
- 11.) Assist the Clerk of Court with all report and follow up requests.
- 12.) Disperse/return municipal subpoenas.
- 13.) Process any and all paperwork to be forwarded to the District Attorney’s Office, Traffic Court, Municipal Court or Felony Court, Victim Witness, Human Services Dept., Probate Court, or any other locations as needed.
- 14.) Scan and attach documents for E-referral to the DA’s Office.
- 15.) Double check for any upcoming Municipal Trials, verifying that the Officers or witnesses have been adequately notified.
- 16.) Process OWI 1st offense refusals and file the paperwork with State of Wisconsin.
- 17.) Responsible for documenting and serving all subpoenas received for the Municipal Court and/or County Court on a daily basis.
- 18.) Responsible for counting and balancing all money received by the Caledonia Police Department for stipulations, court fines, DL suspensions, parking fines, reports, alarms, and other miscellaneous money. Receipting all monies as it comes in.
- 19.) Responsible for the financial statements each month for the State of Wisconsin as well as the Village Accountant.
- 20.) Process all warrant money received for other law enforcement agencies.
- 21.) Enter warrants and commitments as required.
- 22.) Maintain disposition drawer.


E.) RECORDS

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- 1.) Responsible for the management of, and compliance with the State of Wisconsin Open Records Statutes, as well conformity to Village of Caledonia ordinances; to include accounts receivables processing each month, all at the direction of the Caledonia Police Department Records Custodian, or his/her designee.
- 2.) Knowledge and compliance with departmental policies, as well as State and Federal Statutes in the requirements of maintaining confidentiality of documents, records and communications, and sensitive law enforcement matters.
- 3.) Knowledge and demonstrated ability to write reports and messages in a concise manner.
- 4.) Annually, file written warnings, payroll records, accident reports, time cards, financial reports, statistical information, circuit court case files, and any other miscellaneous records/documents to be stored.
- 5.) Prepare requested reports and enter supplementary reports when necessary.
- 6.) Report redaction as necessary.

F.) TIME SYSTEM/TECHNICAL

- 1.) Responsible for the management of, and compliance with the State of Wisconsin National Incident Based Reporting System (NIBRS) and monthly statistical analysis reporting to the Wisconsin Office of Justice Assistance.
- 2.) Responsible for the management of, and compliance with State of Wisconsin Department of Justice and TIME System/NLETS rules and regulations, as well as all applicable State and Federal Statutes regarding the use of NCIC records used and accessed by the Municipal Court, Detective Bureau, Police Support Services, and all other sworn and non-sworn personnel in the Village of Caledonia.
- 3.) Responsible for the monitoring and handling all TIME System messages, transactions, confirmations, and cancellations during agency hours of operation.
- 4.) Responsible for the management of, and compliance with all monthly NCIC Systems/TIME Systems validations to Wisconsin Department of Justice – Crime Information Bureau.
- 5.) Coordinate and oversee State of Wisconsin TIME System training, recertification and compliance for all members of the Caledonia Police Department.
- 6.) Responsible for keeping own TAC (Time Agency Coordinator) certifications updated.
- 7.) Responsible for the management of, and compliance with the State Wisconsin and Federal Bureau of Investigation Fingerprint Submissions.
- 8.) Train current and/or incoming personnel of the Police Department on department procedures, use of the TIME System and related duties of a Police Support Services.

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G.) CUSTOMER SERVICE

- 1.) Perform all customer service duties, problem solving, and assistance to all users of the Police Support Services Unit.
- 2.) Knowledge and understanding of the criminal law, traffic codes, and local Village ordinances.
- 3.) To emulate the Departmental philosophy of delivery of services in a friendly and concerned, but when necessary firm and compassionate manner.
- 4.) Have knowledge of statutes and ordinances, obey all policies, procedures, rules, general orders or directives pertaining either generally or specifically to the position.
- 5.) Be acquainted with all current information relating to wanted persons, property, recent criminal activity, and local trends.
- 6.) Identify and report safety hazards.
- 7.) Perform court liaison duties as assigned by the Chief of Police or his designee, following chain of command, using time wisely to complete tasks assigned.


IV.) JOB REQUIREMENTS

A) TRAINING AND EXPERIENCE

- 1.) Possess and maintain a valid driver’s license.
- 2.) Safely and lawfully operate a motor vehicle in all Wisconsin weather conditions, under exigent circumstances, and with due regard for the public, coworkers, and Village property interests.
- 3.) Minimum of 60 college credits.
- 4.) Must be at least 18 years of age.
- 5.) Experience in records keeping and TIME management is a plus.
- 6.) The Village may conduct a background investigation of a candidate for employment and periodically during the employee’s employment. An applicant or employee is required to cooperate with the Village’s background investigation.

B) Knowledge, Abilities, and Skills:

1. Ability to obtain certification within six months of hire in the use of the TIME/eTIME System through the Wisconsin Crime Information Bureau, as required by States Statute.

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2. Ability to work Monday-Friday day shift 6a-5p if needed.
3. Knowledge of the latest office and record keeping procedures, including the ability to analyze functions, make independent decisions, and provide information on processes as needed.
4. Ability to proficiently use modern Information Systems and Technology Equipment.
5. Knowledge and experience in Police Support Services and/or other Office Administrative skills.
6. Knowledge of the geographic area including street names, locations, and numbering systems of the Village of Caledonia, and other areas within Racine County and State of Wisconsin.
7. Ability to keyboard skills of at least 40 wpm. Typing and clerical skills must be demonstrated as a prerequisite for this position.
8. Ability to accurately perform numerical calculations.
9. Ability to listen and retain information received, think clearly, and make independent decisions in the best interest of public safety, departmental policy, as well as the rules and regulations of the position.
10. Ability to control emotions while under pressure.
11. Meet requirements of the Village of Caledonia ordinances as required by all employees.
12. Regular and predictable attendance.
13. Must possess and maintain a level of fitness that allows the employee to climb stairs and ladders; lift moderate weighted objects; walk moderate distances around construction sites and on uneven ground services as well as bend, stoop and twist, as necessary. Ability to work in all forms or outdoors-environmental conditions and/or adverse weather conditions.
14. Possess a pleasant personality and be able to work well with others.