

POLICE SERVICES ASSOCIATE TITLE DEFINITION

I. DEFINITION

Positions in this classification provide administrative and law enforcement programmatic support functions to police departments within state government. Duties performed for a majority of the time include general office functions, recordkeeping, budgetary responsibilities, maintenance of databases and preparation of reports, and dispatching duties.

General office functions performed within a police office includes issuing parking permits; providing notary public services; researching information to determine ownership of vehicles; collecting monies and issuing receipts for citations, warrants and summons; disposing of property in accordance with departmental policy; providing key control for the department; opening and distributing mail and preparing outgoing mail; working with departments to ensure that special requirements for after-hour, weekend, holiday and special activities are met; processing background requests; coordinating court appearances; and notifying owners of found or returned property which may have been reported lost or stolen as requested.

Recordkeeping includes purging, updating, and maintaining stolen property reports, license plate cards, defective meter repair reports, lost and found item reports, incident reports, motorist assist reports, criminal records, juvenile cases, warning ticket notices, complaint and message logs, parking violation registers, drug information cases, and sexual/harassment/abuse cases.

Budgetary responsibilities include preparation and management of parking budgets, departmental police budgets, and office supply budgets.

Maintenance of databases and preparation of reports includes preparing supplemental complaint reports, court forms, trial cases, and related correspondence; entering data into the computer for parking tickets, parking permits, warning tickets issued; maintaining the department's computerized police recordkeeping system, and maintaining and preparing confidential law enforcement information for the Chief of Police.

Dispatcher responsibilities, which occupy less than a majority of the time, include monitoring telephone and radio calls and determining priority of calls; taking and relaying messages; providing assistance to visitors, faculty, staff and students; obtaining information for officers in locating students, faculty or staff in case of emergency situations; providing information on towing services; performing switchboard and/or pager duties; and providing a variety of police related information to the public and governmental agencies. Duties require operation of automated equipment such as two-way radios, the state/federal teletype computer network; computers, copiers, printers, high volume copiers, MDC systems, alarm systems, magnetic key systems, and transcribers and recorders. Positions may function as a leadworker over student or other temporary workers performing limited police dispatching duties. Positions may perform some duties of Police Communication Operators, but not for the majority of the time.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.