



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Police Traffic Safety Section Technician	BAND/LEVEL:	TEC I
DEPARTMENT:	Police Department	JOB NO:	5900
DIVISION:	Operations Bureau - Patrol Support	DATE:	01/18/2018
REPORTS TO:	Police Sergeant (TSU Section)	FLSA STATUS:	Non-Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	211
REPLACES:	NEW	LAST REVISED DATE:	N/A

JOB SUMMARY STATEMENT: Performs a variety of administrative support duties and technical application assignments. Types routine to complex correspondence, reports and other documents. Compiles data and prepares statistical reports. Establishes and maintains manual and computerized files, records, and logs. Handles the duties of the Vehicle Impound Officer, i.e. tracks all vehicles towed by the Overland Park Police Department. Supports the Traffic Safety Unit.

DUTIES AND RESPONSIBILITIES

1. Vehicle Impoundment Tracking:
 - a. Tracks all vehicles towed by the Overland Park Police Department on a daily basis.
 - b. Maintains towed vehicle information within the Vehicle Impound Database.
 - c. Conducts registration checks on all existing vehicles within the contracted tow lots.
 - d. Communicates by certified mail, letters to the owners of each vehicle if left on the tow lot for two days.
 - e. Communicates by certified mail, letters to the lienholder of each vehicle if left on the tow lot for two days.
 - f. Contacts all contracted towing companies, by telephone on a daily basis, for an audit of current inventory, to ensure all towed vehicles are accounted for.
 - g. Conducts weekly computer checks on all current vehicles via the National Crime Information Center.
 - h. Monitors the Police Department's compliance with Overland Park's Municipal Code 12.20 (Police Rotational Towed Vehicles) and 12.21 (Private Property Tow Vehicles).
 - i. Conducts quarterly on-site inspections of contracted tow companies.
 - j. Ensures all vehicle auction procedures are being followed by contracted tow companies.
 - k. Maintains the "Intent to Auction" letters via certified mail communicating to the owners and lienholders of each vehicle abandoned on the tow lot.
 - l. Maintains document archival per the Overland Park City Ordinance.

2. Intoxilyzer Custodian:
 - a. Maintains Intoxilyzer equipment to Kansas State Standards.
 - b. Manages the Intoxilyzer "new user" training and the "yearly in-service training".
 - c. Testifies in the Municipal and District Courts as required.
 - d. Monitors custody of records through established protocols.

3. STEP Grant Administration:
 - a. Prepares communications and "Media Releases" announcing dates/times of the enforcement efforts prior to start of grant.
 - b. Distributes activity reports to officers working the grant.
 - c. Maintains regular contact with the Police Department's Fiscal Management Administrator to align on "hours" to be spent.
 - d. Updates and manages grant schedule with current dates and hours.

- e. Schedules officers within the master schedule and sends confirmations via email distribution.
 - f. Audits final input activity and the grant activity log upon conclusion.
 - g. Completes all State required forms, which include the Activity Report and the Reimbursement Voucher.
 - h. Prepares post-event "Media Release" with enforcement results.
 - i. Scans all officers' activity reports into a PDF file for archival.
 - j. Distributes via email all activity reports and reimbursement vouchers to the Police Department's Fiscal Management Administrator for submission to the State.
4. Coordinates and Schedules DUI Saturation Patrols and Checklanes:
- a. Selects dates for enforcement.
 - b. Confirms availability of Sheriff's Department's BAT Van for DUI Check lanes.
 - c. Schedules officers for DUI Checklane and Saturation dates.
 - d. Prepares a "Media Releases" and a "Follow-Up Media Releases" each event and post-event.
5. Place Speed Trailers and Retrieve Data:
- a. Routinely updates spreadsheet with location(s) of speed trailer(s).
 - b. Coordinates speed trailer set-up requests from neighborhoods or as directed.
 - c. Retrieves data from trailer and maintains data.
 - d. Completes a summary of results report for citizens or staff as needed.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Basic education and/or additional equivalent experience required. Basic education plus business or correspondence schools/colleges preferred (equivalent to 1-2 years).
- Possession of an appropriate, valid driver's license.
- Must maintain an insurable driving record.
- Must successfully pass polygraph exam and police background check prior to employment.
- Access to the Kansas Criminal Justice Information System (KCJIS) is required, so the following KCJIS requirements apply:
 - Must be at least 18 years of age.
 - Must have not been convicted of a felony or serious misdemeanor.

EXPERIENCE:

- Three plus years of administrative and clerical experience preferred with additional preference given to those with previous law enforcement experience.

SKILLS:

- Analytical skills, including research skills, ability to interpret data, ability to conceptualize, ability to analyze information, and ability to write formal recommendations based on findings.
- Attention to detail.
- Basic mathematical and accounting skills.
- Computer software - database creation/maintenance, desktop publishing, presentation, Web-page maintenance, spreadsheet and word-processing skills.
- Human Relations/Interpersonal skills.
- Project management skills, including organization, coordination of duties, and/or accomplishment of goals.
- Time management skills, including the ability to manage multiple concurrent projects and meet deadlines.
- Written and oral communication skills, to include ability to provide competent testimony in Municipal and District Court as required.

MENTAL REQUIREMENTS:

- Ability to meet deadlines.
- Diplomacy and judgment.
- Ability to train and guide others.

- Ability to recognize and protect confidential information.
- Ability to prioritize multiple tasks.
- Ability to read and comprehend federal, state, and local policies and regulations.
- Ability to read and understand building plans and specifications.
- Ability to carry out assignments through oral and written instructions.
- Ability to work independently.
- Ability to work in a hectic environment with many interruptions.
- Ability to analyze and recommend possible solutions.
- Ability to learn and understand PC software applications.
- Alpha and numeric recognition.

PHYSICAL REQUIREMENTS:

- Ability to make and receive phone calls.
- Ability to identify and distinguish colors.
- Ability to distinguish smells.
- Ability to operate City vehicles.
- Ability to operate power and/or hand tools.
- Ability to work in confined spaces.
- Hand and eye coordination adequate to input computer and typewriter.
- Exposure to extreme temperatures.
- Exposure to heights.
- Exposure to vibrations.
- Exposure to loud noises.

SPECIAL WORKING CONDITIONS:

- Ability to work in extreme temperatures and adverse weather conditions.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Frequent	even and uneven surfaces
Walking	Frequent	even and uneven surfaces
Sitting	Constant	Computer workstation or motor vehicle operation
Driving	Frequent	motor vehicle operation
Bending	Frequent	various postures required to complete requirements
Stooping	Frequent	various postures required to complete requirements
Twisting	Frequent	Both in and out of vehicle
Kneeling	Occasional - Frequent	various postures to complete requirements
Squatting	Occasional - Frequent	various postures to complete requirements
Climbing	Occasional	on / off equipment; high surfaces
Jumping	Occasional	various postures to complete requirements
Stairs	Occasional	various environments encountered
Ladders	Occasional	various environments encountered

OVERLAND PARK

K A N S A S

ABOVE AND BEYOND. BY DESIGN.

REACHING	DURATION	DESCRIPTION
Above shoulder	Occasional-Frequent	various activities require this activity
Below shoulder level	Occasional-Frequent	various activities require this activity
FINE MOTOR	DURATION	DESCRIPTION
Gripping	Frequent	motor vehicle; handling and carrying equipment, weapons
Pinching	Frequent	motor vehicle; handling and carrying equipment, weapons
Wrist Flexion/Extension	Frequent	motor vehicle; handling and carrying equipment, weapons
Wrist Pronation/Supination	Frequent	motor vehicle; handling and carrying equipment, weapons
Typing/Data Entry/Reports	Frequent	Computer; data entry, report writing

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Miscellaneous Items	up to 100lbs	floor to waist	variable	brief	TSU related equipment and supplies; trailer hookup, transport, and setup; traffic cones; child safety seats
CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Miscellaneous Items	up to 100lbs	up to 100 yards	variable	brief	TSU related equipment and supplies; traffic cones; child safety seats.

PUSHING	FORCE	FREQUENCY/DURATION	DESCRIPTION
Miscellaneous Items	up to 100lbs	occasional	Vehicle, trailer, etc.
PULLING	FORCE	FREQUENCY/DURATION	DESCRIPTION
Miscellaneous Items	up to 100lbs	occasional	Vehicle, trailer, etc.