

GRADE: 6NE

TITLE: UCR TECHNICIAN
BUREAU: OFFICE OF THE CHIEF
DIVISION: PLANNING & RESEARCH

REPORTS TO: UCR TECHNICIAN SUPERVISOR
SUPERVISES: NONE

POSITION SUMMARY: Performs duties to classify and code police reports based on rules published in the Uniform Crime Reporting Book.

FUNCTIONS OF THE JOB

Essential Functions:

- 1) Develops an expert knowledge of the FBI and Missouri State Highway Patrol Uniform Crime Reporting (UCR) rules.
- 2) Works with confidential information for the majority of the work day which could put the Department at significant risk if improperly divulged.
- 3) Reads all sections of each original and supplemental police report contained in multiple screens of the ILEADS RMS to determine the elements of the incident being reported. Above average focus and attention to minute details in lengthy reports is required.
- 4) Distinguishes between the numerous possible offenses, using the hierarchy of crime classification, established in the FBI UCR publications.
- 5) Uses wide latitude of independent judgment and discretion in applying sometimes vague UCR rules to often lengthy and ambiguous reports.
- 6) Enters information learned from the incident report into numerous fields of a computer application, including type of crime, complaint number, property values, cleanups, and other information as dictated by the report.
- 7) Determines the type of crime from knowledge of nearly 900 codes utilized by the Police Incident Report UCR Web Application.
- 8) Ensures proper values are assessed and entered into one of 11 categories required by the FBI for stolen, recovered and damaged/destroyed goods listed in report. May require additional research such as Kelley Blue Book to determine values.
- 9) Completes Assault on policemen report, determines type of assault, records day of week, number of shots fired, weapon type used, officer injuries and other information.
- 10) Works at rapid pace with minimum supervision to maintain a minimum backlog of reports and produce timely information.
- 11) Produces precision work to ensure the proper interpretation of crime patterns in the city and ensures management decisions are based on correct data.
- 12) Uses additional computer programs such as Microsoft Word, Excel and several internal applications to document their work.
- 13) Acts as a Quality Assurance team for management by providing the Bureau of Community Policing with complaint numbers of reports that are improperly constructed.
- 14) Communicate and explain UCR rules and interpretations to field personnel and commanders.
- 15) Works with dual screen computer environment to review reports and code proper data elements simultaneously.
- 16) May perform other similar or related duties as assigned.
- 17) Regular, punctual attendance is required.

Marginal Functions: None Identified

Physical/Visual Activities or Demands: Physical/visual activities or demands that are commonly associated with the performance of this job

- 1) Standing, walking, sitting, reaching, pushing, grasping, feeling, talking, hearing
- 2) Clarity of vision at 20 inches or less and 20 feet or more with peripheral vision and the ability to bring objects into sharp focus, while reading from a computer terminal.

- 3) Sedentary work - exert up to 10 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly.

Environmental/Atmospheric Conditions: Environmental and atmospheric conditions commonly associated with the performance of the functions of this job.

Normal office environment.

POSITION QUALIFICATION REQUIREMENTS

Education: A high school diploma or GED or technical diploma required; 30 hours college course work preferred.

Experience: Experience with the equivalent of one year to three years of clerical experience with additional specialized training in police reporting.
Working knowledge of State and FBI Uniform Crime Reporting rules.
Knowledge of the Microsoft Office Software.

Skills and Abilities: Skills and abilities that may be representative but not all inclusive of those commonly associated with this position:

- 1) Ability to focus on detail and use wide latitude of judgment to extrapolate summaries from police reports.
- 2) Ability to work at a rapid pace with minimum supervision and produce an error free product.
- 3) Ability to solve problems and make decisions involving multiple variables in ambiguous situations.
- 4) Ability to read and apply complex rules and instructions from State and Federal regulations.
- 5) Ability to maintain above average focus and attention to minute detail while reviewing lengthy police reports.
- 6) Ability to research and set proper values on property items listed as stolen, recovered, damaged/destroyed in police reports.
- 7) Ability to maintain confidentiality of sensitive information reviewed on a daily basis.

Machines, Tools, Equipment and Work Aids that may be representative but not all inclusive of those commonly associated with this position:

Computer and mainframe applications, telephone, fax, copiers.

License(s)/Certification(s) Required: None

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

"Commonly associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

All activities, Demands, Conditions and Requirements are linked to Essential Job Functions unless marked with an asterisk that denotes linkage only to marginal function(s).

Original Evaluation	Revised by	Revised by	Revised by	Revised by
MG: 04/07	MG: 12/08			