



City of Louisville

Police Support Technician

SALARY	\$27.15 - \$36.65 Hourly \$56,472.00 - \$76,232.00 Annually	LOCATION	CO 80027, CO
JOB TYPE	Regular Tier 1	JOB NUMBER	2300102
DEPARTMENT	Police	DIVISION	Administration
OPENING DATE	08/30/2023	CLOSING DATE	10/8/2023 11:59 PM Mountain

Overview

The Louisville Police Department is hiring a detail oriented, customer service driven **Police Support Technician**. This is a full time position with full time benefits.

The **Police Support Technician (PST)** will respond to citizen requests for crime reporting and other incidents over the telephone and in person to document the information in official police reports. The PST also supplies important information and general customer service to employees and the general public.

This is a great opportunity to become part of a City recognized as one of the Best Places to Live by Money Magazine for the last several years. Many things contribute to this exemplary quality of life and positive economic condition including 1,700 acres of open space, over 32 miles of trails, dozens of great eateries, great schools, wonderful neighborhoods, and a diverse mix of employment opportunities. As Money Magazine noted, "Add in dry, clear weather, little crime, good health care, low taxes, and Louisville is pretty tough to beat."

The City of Louisville offers the following benefits for all Tier 1 positions:

- Medical, Dental, and Vision Benefits
- Flexible Spending Accounts / Health Savings Account Short and Long Term Disability
- Employee Assistance Program
- Basic Life/Accidental Death & Dismemberment Tuition Assistance
- Learning & Development Opportunities Wellness Program
- Recreation Center Pass
- Retirement Plan 401(a) with employer match
- Paid time off including vacation, sick and 12 holidays

Hiring Range: \$54,472 to \$66,352

Salary Range: \$54,472 to \$76,232

***Note:** You will only receive communication via the email address you provided on your application. Please check your email frequently during the hiring process or junk mail.*

Examples of Duties

- Take initial reports from victims, witnesses, and suspects for non-emergency incidents and crimes
- Operate CAD System Prepare reports utilizing Tyler Incode Records Management System
- Enter/interpret information in NCIC/CCIC
- Maintain knowledge of state, municipal codes, and traffic laws
- Collect and book property and evidence
- Conduct fingerprinting utilizing LIVESCAN machine
- Testify in court
- Conduct parking enforcement
- Respond to Traffic accidents and take accident reports.
- Utilize the Brazos ticketing system to issue municipal summonses or warnings as appropriate or required
- Respond to scenes to perform support services and document and collect physical evidence as required, including fingerprinting, DNA swabs, photographs, etc.
- Assist with stalled motorists, traffic hazards and helps with traffic control
- Complete VIN verifications
- Conducts Sex Offender registrations
- Operate a City vehicle safely in non-emergency situations
- Ability to maintain composure and be professional while dealing with antagonistic people and situations
- Track, monitor, and follow up on abandoned vehicles and parking violation
- Duties include, but are not limited to: answer calls for service, complete appropriate and required paperwork, resolve conflict, communicate clearly with citizens and other law enforcement professionals, disseminate information as required
- Prepares a variety of handwritten, typed and/or keyboarded reports related to crimes, accidents, and other duties.
- Maintains logs, completes forms and prepares reports as requested.
- Provides a variety of related police services including assisting with the arrestee booking process, providing assistance to motorists, public speaking before civic and non-civic groups
- Wears a uniform
- Operates/utilizes specialized and non-specialized police equipment including a police vehicle, and baton, pepper spray, Taser, leg cuffs, radios, and other related equipment.
- Uniformed officers are required to wear a ballistic vest.
- Communicate using the computer, telephone, cell phone, two-way radio, and intercom system.
- Provide walk-in customers with assistance.
- Participate in training as required for the position.
- Notify shift supervisor of emergency situations.
- Performs other duties as assigned.

General Qualifications

General Competencies:

- Detail oriented
- Decisive—
 - Makes well-informed, effective, and timely decisions, even when data is limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.
- Strong Interpersonal and Communication Skills –
 - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.
- Strong Writing Skills –
 - Writes in a clear, concise, organized, and convincing manner for the intended audience.
- Strong Oral Communication Skills –
 - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentation; listens to others, attends to nonverbal cues and responds appropriately.

- Strong Problem Solving Skills –
 - Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgements

TRAINING, EDUCATION AND EXPERIENCE:

- High School diploma or equivalent required.
- Law Enforcement experience highly preferred.
- Associates Degree or 60 college credit hours in Criminal Justice, Criminology, Police Science, Public Administration, Sociology, Business Administration, or related field from a college or university with accreditation recognized by the U.S. Department of Education preferred.
- OR if no Associates Degree, a minimum of 2 years of active duty military experience with an honorable discharge.
- Accredited BA/BS degree in the aforementioned areas of study is desired.
- A combination of education, training, and experience may be considered.

Additional Information

Knowledge, Skills and Abilities:

The essential job functions of a Louisville Police Support Technician include but are not limited to the following job functions:

- Demonstrates ability to think clearly and act wisely in stressful and non-stressful situations.
- Knowledge of police principles and practices.
- Knowledge of laws and applicable ordinances.
- Knowledge of police related equipment.
- Skill in identifying, collecting, and preserving evidence.
- Skill in using police radios and telephones.
- Skill in the use of a personal computer and applications programs.
- Ability to analyze data and make decisions.
- Ability to initiate and maintain productive communications and cooperation.
- Ability to plan and coordinate activities.
- Ability to analyze and investigate crime related situations.
- Ability to prepare key boarded and hand written reports.
- Ability to work days and evenings Monday to Friday.

Licensure, Certification, Work Environment:

- This job requires driving. Requires a valid Colorado Driver License at the time of application and good driving record with no major violations in the last 3 years.
- Ability to obtain a limited law enforcement commission after undergoing background check to issue municipal citations for traffic and code violations in accordance with the City Charter. Failure to obtain and maintain certification will result in withdrawal of position offer or termination.

Working Conditions and Physical Requirements:

Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.

- Standing: remaining on one's feet in an upright position.
- Walking: moving about on foot. Carrying: transporting an object, usually by hand, arm, or shoulder.
- Pushing: exerting force upon an object so that the object is away.
- Pulling: exerting force on an object so that it is moving to the person.
- Balancing: maintaining body equilibrium to prevent falling over.
- Stooping: bending the body by bending spine at the waist.
- Crouching: bending body downward and forward by bending legs.
- Reaching: extending the hand(s) and arm(s) in any direction.

- Handling: seizing, holding, grasping, or otherwise working with hands.
- Fingering: picking, pinching, or otherwise working with fingers.
- Feeling: perceiving attributes of objects by means of skin receptors.
- Talking: expressing or exchanging ideas by means of spoken words.
- Hearing: perceiving the nature of sounds by the ear.
- Repetitive motions: Making frequent movements with a part of the body.
- Eye/hand/foot coordination: performing work through using two or more.
- Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Equal Opportunity Employer:

The City of Louisville offers Equal Opportunity for employment and advancement to all qualified applicants and employees. It is the city's policy not to discriminate on the basis of race, religion, creed, sex, age, national origin, ancestry or disability unless related to a bona fide occupation qualification. This policy applies to all aspects of employment and the provision of the municipal services. The Human Resources Director has been designated as the compliance coordinator for persons with disability seeking employment and will provide reasonable accommodations for testing and employment to qualified applicants

Agency

City of Louisville

Address

749 Main Street

Louisville, Colorado, 80027

Phone

303-335-4727

303-666-6565

Website

<http://www.louisvilleco.gov>

Police Support Technician Supplemental Questionnaire

QUESTION 1

Do you have any experience working in a law enforcement environment? If so, please briefly describe.

*QUESTION 2

Do you have a driver's license with an acceptable driving record for the last 3 years? (An acceptable driving record does not include DUIs, DWAI's, or major traffic violations).

Yes

No

*QUESTION 3

When is the last time you ingested, or otherwise used, marijuana?

*QUESTION 4

Describe any software application systems you have worked with such as CAD, Tyler Records Management System, NCIC/ CCIC or any other systems you have experience with.

*QUESTION 5

Do you have any experience collecting property and evidence? If so, please briefly describe.

QUESTION 6

Describe any experience you have with taking police reports and responding to customers / citizens.

* Required Question