

Evaluation Criteria for Vacant and New Positions

1. Is the position essential?

*This position of the **Part-Time Police Records Technician** is essential to the functionality of the Police Department. This part-time position provides clerical support and assists in the coordination of the recordkeeping and public assistance functions. This is a position that also provides coverage when the full time office staff is off and on breaks. The work that this position provides cannot be absorbed by other staff.*

2. Is the position critical?

Critical positions are positions that are, for example, one-position job classes or positions with duties that cannot be modified, reassigned or eliminated. Detailed responses to the following questions will be required in determining whether or not a position is “critical” to providing high-quality services to residents, business owners and/or employees:

- Explain how this position is key to achieving the strategic goals identified by the City Council.

The Council has indicated that “core” functions are the propriety of the City. This position supports the police department, which has been identified as a “core” function, as outlined in this document.

- Can the duties be re-engineered or automated? *No.*
Please explain.

The duties of the records technician include assisting the public with police related matters and processing sensitive law enforcement data.

Can the duties be reassigned temporarily or permanently? *Temporarily, Yes.*

Please explain.

Many of the duties of this position have been temporarily reassigned to the office supervisor and the existing part-time records technician position (who will be working additional hours to complete these tasks). The full-time records technician will also be taking additional phone calls and servicing more walk-ins. It should be noted that staff is already absorbing a number of duties previously assigned to the Crime Prevention Specialist, who is now off-site. While the Office Supervisor is assisting with a number of these tasks, she also assists with system administration of the Anoka County Records System (by contract), that the city is reimbursed for.

There are additional duties of this position that have not yet been reassigned, such as code enforcement and hunting permits. (See below for details).

- Can the position remain unfilled temporarily or permanently? *No.*
Please explain.

Many of the duties of this position are time sensitive. The technician in this position is the main transcriptionist for the department. Victim and suspect statements play a vital role in the prosecution of cases and are required to be submitted with cases for charging. Many of these statements are for “in custody” cases, whereby arrested subjects are required to be charged within short time frame.

There are several requirements for this position, mandated by the Federal Bureau of Apprehension. The employee in this position must possess certifications in the BCA MNCIS systems.

This position is currently coordinating the city’s Code Enforcement Program, which includes all recordkeeping for the program. Cases are tracked in the PIMS system by this employee. This has not yet been reassigned.

All hunting permits are processed by this employee. Applications are received in the police department and documentation is reviewed prior to being forwarded to an officer for inspection. After the approval process, permits are issued as well as data entry by this employee. This has not yet been reassigned.

This employee is expected to handle receptionist duties including answering the phones and being familiar with City Code concerning public safety in order to answer inquiries made by the public. Walk-ins are assisted with dog and cat licensing, vehicle releases, and dog impound releases.

Background checks for daycare licensing and report requests for insurance companies are researched and processed by this employee.

- Can the position be filled internally?
For confidentiality reasons this position must remain within the police department. This position has access to law enforcement data, which can be sensitive and highly confidential. State and Federal statutes restrict access to this data.

- What is the impact (i.e., to residents, business owners, employees, and/or operations) if the position is not filled?

In a recent study, at full staffing, this department's staffing level is 44% less than other comparable agencies. Included in the study were Anoka County agencies with similar records entry procedures, having similar police ratios to our city. Reducing staff by this position would change the staffing level to 53% less than comparable agencies. Staff does not feel that the duties of this position can be eliminated. As described above, while temporarily reassigning some of the duties of this position, it is not possible to continue with the current level of staffing.

- Can the service provided be reduced, eliminated, or contracted out?
Contracting for services or hiring through a temporary agency is not an option, due to data privacy requirements for law enforcement data.

- What is the budgetary impact if the position is not filled (e.g., additional overtime/compensatory time off costs)?
To continue to complete the tasks that have been reassigned, temporarily will have no impact, as budgeted money for this position would be paid to increase hours for the existing part-time technician.

To reassign ALL tasks, including code enforcement and hunting permits, would require overtime by the Office Supervisor, the full-time Police Technician, or FULL-TIME status for the part-time technician (additional benefits like insurance, PERA, etc., not currently paid out).

3. What is the total annual cost of the position (e.g., salary, taxes, benefits, equipment, etc.)?

\$25,485