

<b>Job Class Code: 7373</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 3</b>

**GENERAL DESCRIPTION OF CLASS**

The primary purpose of this job classification (class) is to supervise the operations of the VCIN unit, including assigned staff, and manage all activities directly related to Virginia Criminal Information Network (VCIN) and National Crime Information Center (NCIC) in compliance with Virginia State Code. The job class is responsible for ensuring departmental compliance and that all persons who operate the VCIN terminal are certified in accordance with State VCIN policy. The job class works within a general outline of work to be performed and work is performed under general supervision.

**TYPICAL TASKS**

- Maintains VCIN/NCIC files and assist with cross checking every VCIN operator’s entries for accuracy.
- Supervises or leads subordinate personnel, including training, scheduling, assigning and evaluating work.
- Acts as liaison with State Police regarding all VCIN related issues.
- Creates VCIN related Standard Operating Procedures and polices for the department and VCIN unit; updates manuals when revisions are received from State Police and ensures the department is adhering to all procedures and regulations as required by law.
- Conducts investigations on operators that have violated Virginia State Code/US State Code in relation to VCIN/NCIC use.
- Ensures that all certifications are maintained and re-certifications are scheduled accordingly.
- May travel to off-site locations/precincts to perform VCIN related inspections.
- Enters felony and misdemeanor warrants into the computer system within the designated time standard established by the State Police.
- Assists Information Technology Division within the Police Department with regards to location of terminals and the updates of State Police Software; acts as Technical Advisor to City IT and Public Safety IT regarding network configurations with access to VCIN/NCIC.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Gathers organizes, analyzes, examines or evaluates data or information and may prescribe action based on these data or information.
<b>Interpersonal/People Involvement</b>	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promotion efficiency.
<b>Reasoning Requirements</b>	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
<b>Mathematical Requirements</b>	Performs addition and subtraction, multiplication and division, and/or and calculate ratios, rates and percents.
<b>Language Requirements</b>	Reads journals, manuals, and professional publications; speak informally to groups of co-workers, staff in other organizational agencies, general public, people in other organizations, and present training; compose original reports, training and other written materials, using proper language, punctuation, grammar, and style.
<b>Mental Requirements</b>	Performs specialized technical professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; application of specialized technical or professional principles and practices or the use of a wide range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressures.
<b>Decisions/Supervisory Control</b>	Supervises the actions of others, making decisions almost constantly affecting coworkers, patrons, and others in the general public.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of three years of related, full-time equivalent experience in VCIN and law enforcement.
<b>Special Certifications and Licenses</b>	Also requires an "A" level VCIN operator or instructor certification. Must be a United States citizen or a lawful resident for the past 10 consecutive years. Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term departmental needs and/or City-wide emergencies.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*

Revised 9/24/18