

Data Release Coordinator

SUMMARY/PURPOSE

This is a non-sworn position within the Police Department that receives general direction from the Administrative Division. This position responds to all internal and external information requests while adhering to department, local, state, and federal data practices laws and guidelines.

DISTINGUISHING FEATURES OF THE CLASS

Employees at this level are required to be fully trained and proficient in all procedures related to assigned area of responsibility, to have a broad and detailed understanding of local, state, and federal data practice laws, records management operations and technology, to have knowledge of City policies and procedures, good problem-solving, and organizational skills, and have the ability to exercise sound judgment within established guidelines.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Demonstrate expert level knowledge in Minnesota Data Practice Laws and perform analysis especially as it relates to police records, body cameras, dashboard cameras, recording devices, and other data collection devices.
2. Research and analyze law sources such as statutes, ordinances, judicial decisions, legal articles, advisory opinions, and constitutions in order to respond to police data requests.
3. Apply state statutes and federal regulations that guide the review and redaction of information, based on the established internal guidelines; monitor and review how information is categorized and released for all requests.
4. Prioritize and respond to data requests from various entities including the public, other law enforcement agencies, social service agencies, news media, state and local government, and other parties, ensuring released information is in accordance with the Minnesota Government Data Practices Act and properly documented.
5. Gather and coordinate compilation of information, materials, documents, reports, and evidence necessary to respond to court orders, subpoenas, and police data requests.
6. Produce accurate statistics, reports, and presentations to respond to data requests and grant applications. Understand the types of data and comparison data sets needed, executing the extraction of data, ensuring its accuracy, validity and reliability, analyzing results and creating visuals as needed, and then disseminating appropriately to ensure that the values of the police department (fairness, accountability, caring, and transparency) are sustained.
7. Interpret and explain statutes and ordinances to staff and participate in paralegal/legal assistant training.
8. Perform long-term and short-term planning for required administrative program activities to ensure the goals and objectives are achieved.
9. Identify procedures for data review application of relevant regulations and reporting; establish workplace standards and ensure policies, procedures, and regulations are followed.
10. Assist in developing policies, procedures, and programs to provide for the effective operation of the department.
11. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
12. Provide prompt, quality customer service to internal and external customers, and exercise patience, respect, and professionalism in all interactions.

13. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
14. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Graduation from an accredited post-secondary program or college/university as a Paralegal or Legal Assistant, plus three (3) years of increasingly responsible full-time paralegal or legal assistant experience; OR a combination of verifiable education and experience equaling six (6) years, which demonstrates experience in paralegal or legal support work.
 - B. Experience with Minnesota Data Practice Laws preferred.
2. License Requirements
 - A. Ability to obtain Criminal Justice Information Systems (CJIS) Certification within six (6) months of appointment and maintain certification thereafter.
3. Knowledge Requirements
 - A. Advanced knowledge of applicable laws, codes, and regulations governing the retention and dissemination of law enforcement data.
 - B. Advanced knowledge of applicable federal, state, and local regulations including Data Practices standards and regulations related to the review of body/dashboard cameras, audio, and video recordings.
 - C. Advanced knowledge of functions and relationships within the criminal justice system, including courts and law enforcement agencies.
 - D. Advanced knowledge of the nature of the legal system and areas of legal practice.
 - E. Knowledge of principles, practices, and operating characteristics of manual and computerized records management and related technology systems used in municipal law enforcement environments.
 - F. Knowledge of current Minnesota offense code systems and related classification procedures used by the Federal Bureau of Investigation (FBI), and of Uniform Crime Reporting.
 - G. Knowledge of computer software programs, including spreadsheets, database, word processing, presentations, and data mining software.
 - H. Ability to gain knowledge of codes, regulations, and procedures relating to the operation of City Government.
 - I. Knowledge of modern methods of office administration to facilitate efficiencies.
 - J. Knowledge of problem-solving and conflict-resolution techniques.
 - K. Knowledge of applicable safety requirements.
 - L. Knowledge of, or the ability to learn, City policies and procedures.
4. Skill Requirements
 - A. Skill in analyzing, understanding, and interpreting complex statutes, evaluating all levels of protected data, recommending and implementing accurate courses of action.
 - B. Analytical and problem-solving skills.
 - C. Excellent written, oral, interpersonal, and presentational skills.
 - D. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - E. Skill in managing one's own time.
 - F. Skill in completing assignments accurately and with attention to detail.

5. Ability Requirements

- A. Ability to assist with legal issues and identify and address risks and liability implications when encountered, working with assigned Attorney and informing management regarding the most complex concerns.
- B. Ability to make decisions independently, and track, monitor, and complete assignments with minimal information or under general instructions.
- C. Ability to effectively prioritize and execute tasks in a high-pressure environment.
- D. Ability to evaluate information and apply best practices that deliver appropriate outcomes.
- E. Ability to present ideas in business-friendly and user-friendly language.
- F. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- G. Ability to communicate and interact effectively with members of the public.
- H. Ability to communicate effectively both orally and in writing.
- I. Ability to understand and follow instructions.
- J. Ability to problem-solve a variety of situations.
- K. Ability to set priorities and complete assignments on time.
- L. Ability to attend work as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: LD	Union: Basic	EEOC: Office/Clerical	CSB: 04/05/2022	Class No: 1832
WC: 8810	Pay:	EEOF: Police Protection	CC:	Resolution:

DATA RELEASE COORDINATOR

Data Release Coordinator

SUMMARY/PURPOSE

Responds This is a non-sworn position within the Police Department that receives general direction from the Administrative Division. This position responds to all internal and external information requests while adhering to department, local, state, and federal data practices laws and guidelines.

DISTINGUISHING FEATURES OF THE CLASS

Employees at this level are required to be fully trained and proficient in all procedures related to assigned area of responsibility, to have a broad and detailed understanding of local, state and federal data practice laws, records management operations and technology, to have knowledge of City policies and procedures, good problem-solving and organizational skills, and have the ability to exercise sound judgment within established guidelines.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Expert in the release of information regarding **Demonstrate expert level knowledge in Minnesota Data Practice Laws and perform analysis especially as it relates to police records, body cameras, dashboard cameras, recording devices, and other data collection devices.**
2. Manage incoming and outgoing data requests, ensuring released information is in accordance with the Minnesota Government Data Practices Act and properly documented in Records Management System.
2. Research and analyze law sources such as statutes, ordinances, judicial decisions, legal articles, advisory opinions, and constitutions in order to respond to police data requests.
3. Apply state statutes and federal regulations that guide the review and redaction of information, based on the established, internal guidelines; monitor and review how information is categorized and released for all requests.
4. Prioritize and respond to data requests from various entities including the public, other law enforcement agencies, social service agencies, news media, state and local government, and other parties, ensuring released information is in accordance with the Minnesota Government Data Practices Act and properly documented.
5. Gather and coordinate compilation of information, materials, documents, reports, and evidence necessary to respond to court orders, subpoenas, and police data requests.
6. Produce accurate statistics, reports, and presentations to respond to data requests and grant applications. Understand the types of data and comparison data sets needed, executing the extraction of data, ensuring its accuracy, validity and reliability, analyzing results and creating visuals as needed, and then disseminating appropriately to ensure that the values of the police department (fairness, accountability, caring, and transparency) are sustained.
7. Interpret and explain statutes and ordinances to staff and participate in paralegal/legal assistant training.
8. Perform long-term and short-term planning for required administrative program activities to ensure the goals and objectives are achieved.
- 4.9. Identify procedures for data review application of relevant regulations, and reporting; establish work place standards and ensure policies, procedures, and regulations are followed.
5. Coordinate the needs and objectives of investigators, management, and external requests.

10. ~~Monitor Data Practice Office Advisory Opinions to ensure the implementation of best practices.~~ Assist in developing policies, procedures, and programs to provide for the effective operation of the department.
11. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
- ~~6. _____~~
7. ~~Work with City Attorney staff to ensure compliance with Minnesota Government Data Practices Act and keep up to date applicable legislative changes.~~
8. 12. Provide prompt, quality customer service to internal and external customers, and exercise patience, respect, and professionalism in all routine and non-routine interactions.
9. 13. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
10. 14. Other duties ~~as may be~~ assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.- The requirements listed ~~below~~ are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

- A. ~~Associate's degree in criminology, project management,~~ Graduation from an accredited post-secondary program or college/university as a Paralegal or Legal Assistant, plus three (3) years of increasingly responsible full-time paralegal, law enforcement, or a related field and one year of verifiable or legal assistant experience independently evaluating data, working with regulations, creating technical reports, and working with the public; OR
- B-A. A combination of verifiable education and experience equaling three ~~(3)~~ six (6) years which demonstrates experience independently evaluating data, working with regulations, creating technical reports, and working with the public in paralegal or legal support work.
- B. Experience with Minnesota Data Practice Laws preferred.

2. License Requirements

- A. Ability to obtain Criminal Justice Information Systems (CJIS) Certification within six (6) months of appointment and maintain certification thereafter.

2-3. Knowledge Requirements

- A. Knowledge ~~Advanced knowledge of~~ principles, terms, procedures applicable laws, codes, and practices ~~regulations governing the retention and dissemination of law enforcement data release, tracking, and reporting.~~
- B. Advanced knowledge of applicable federal, state, and local regulations including Data Practices standards and regulations related to the review of body/dashboard cameras, audio, and video recordings.
- C. ~~Knowledge of the department mission, vision, and values regarding data release and coordination.~~
- C. ~~Knowledge of~~ Advanced knowledge of functions and relationships within the criminal justice system, including courts and law enforcement agencies.
- D. Advanced knowledge of the nature of the legal system and areas of legal practice.
- E. Knowledge of principles, practices and operating characteristics of manual and computerized records management and related technology systems used in municipal law enforcement environments.
- F. Knowledge of current Minnesota offense code systems and related classification procedures used by the Federal Bureau of Investigation (FBI), and of Uniform Crime Reporting.

- G. Knowledge of computer software programs, including spreadsheets, database, word processing, presentations, and data mining software.
- H. Ability to gain knowledge of codes, regulations, and procedures relating to the operation of City Government.
- I. Knowledge of modern methods of office administration to facilitate efficiencies.
- J. Knowledge of problem-solving and conflict-resolution techniques.
- K. Knowledge of applicable safety requirements.
- L. Knowledge of, or the ability to learn, City policies and procedures.

4. Skill Requirements

- A. Skill in analyzing, understanding and interpreting complex statutes, evaluating all levels of protected data, recommending and implementing accurate courses of action.
- B. Analytical and problem-solving skills.
- C. Excellent written, oral, interpersonal, and presentational skills.
- D. Analytical and problem-solving skills.
- D-E. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.

3.1. Skill Requirements

- A. Strong computer skills, including word processing, database, spreadsheet, presentation and email applications.
- B. Skill in communicating clearly and concisely, both verbally and in writing, while consulting with the public, professionals, and coworkers.
- F. Skill in managing one's own time.
- G. Skill in operating a variety of office equipment.
- D-G. Strong customer service skills completing assignments accurately and with attention to detail.

4.5. Ability Requirements

- A. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- B-A. Ability to make decisions independently, and track, monitor, and complete assignments with minimal information or under general instructions.
- C. Ability to take responsibility for one's work by anticipating and planning workloads by being punctual, adaptable, and accountable in one's daily work assignments.
- D. Ability to work under the pressures of time and conflicting demands.
- E-A. Ability to assist with legal issues and identify and address risks and liability implications when encountered, working with assigned Attorney and informing management regarding the most complex concerns.
- B. Ability to make decisions independently, and track, monitor, and complete assignments with minimal information or under general instructions.
- C. Ability to effectively prioritize and execute tasks in a high-pressure environment.
- F-D. Ability to evaluate information and apply best practices that deliver appropriate outcomes.
- G-E. Ability to produce detailed, effective, present ideas in business-friendly and clear technical reports, documents, and correspondence user-friendly language.
- F. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- H-G. Ability to identify communicate and implement improvements in work methods interact effectively with members of the public.

5. Physical Ability Requirements

- A. Ability to sit for extended periods of time.
- B-H. Fine manual dexterity to operate computer and other office equipment communicate effectively both orally and in the preparation of documents, reports and databases writing.

- I. Ability to understand and follow instructions.
- J. Ability to problem-solve a variety of situations.
- K. Ability to set priorities and complete assignments on time.
- ~~G.L.~~ Ability to attend work on a regular basis as scheduled and/or required.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work

Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: LD	Union: Basic	EEOC: Office/Clerical	CSB: <u>01/08/2019</u> _____	Class No: 1832
WC: 8810	Pay: <u>130</u> _____	EEOF: Police Protection	CC: <u>02/11/2019</u> _____	Resolution: <u>19-0082R</u> _____