



ORIGINAL

**TOWN OF ST. JOHN, LAKE COUNTY, INDIANA
BOARD OF METROPOLITAN COMMISSIONERS
RESOLUTION NO.: 137**

**A RESOLUTION ESTABLISHING AND APPROVING A POLICY FOR
JOB DESCRIPTION: ASSISTANT TECHNOLOGY DIRECTOR, AND
ALL MATTERS RELATED THERETO**

WHEREAS, the Board of Metropolitan Police Commissioners of the Town of St. John, Lake County, Indiana, has reviewed the current policies and general orders of the Town Metropolitan Police Department regarding Job Description: Assistant Technology Director ; and

WHEREAS, the Board of Metropolitan Police Commissioners of the Town has determined, after its review of the policies and general orders of the Town of St. John Metropolitan Police Department regarding Job Description: Assistant Technology Director that the establishment of a current general order regarding the same will more fully promote the health, safety, comfort, and general well-being of the citizens of St. John; and

WHEREAS, the Board of Metropolitan Police Commissioners of the Town of St. John, Lake County, Indiana, has determined that the establishment and approval of a clear, current and concise general order for Job Description: Assistant Technology Director will promote high quality services rendered to the residents of the Town of St. John by the Police Department, as well as enhance cooperative relationships between the Town of St. John Metropolitan Police Department and the Town residents.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF METROPOLITAN POLICE COMMISSIONERS OF THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA:

SECTION ONE: That General Order for Job Description: Assistant Technology Director known as General Order No. 4.16.9, attached hereto, incorporated herein, and referenced as Exhibit "A", is hereby established as the Standard Operating Procedure for Job Description: Assistant Technology Director for the St. John Metropolitan Police Department.

SECTION TWO: That General Order No. 4.16.9 for Job Description: Assistant Technology Director be published to the Officers of the St. John Metropolitan Police Department, with acknowledgment of the same by said Officers to be made, and with the general order to be posted as deemed appropriate by the Chief of Police.

SECTION THREE: That General Order No. 4.16.9 established herein replaces and supersedes all other Police Department Standard Operating Policies, Procedures and General Orders related to Police Department Job Description: Assistant Information and Technology Director as same are repealed and rescinded hereby.

ALL OF WHICH IS PASSED AND RESOLVED THIS 24th DAY OF JULY, 2017, BY THE BOARD OF METROPOLITAN POLICE COMMISSIONERS OF THE TOWN OF ST. JOHN, LAKE COUNTY, INDIANA.

**TOWN OF ST. JOHN, LAKE COUNTY,
INDIANA, BOARD OF METROPOLITAN
POLICE COMMISSIONERS:**



Rose Hejl, Chairperson

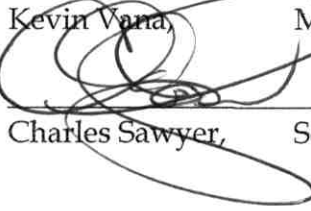


Paul Haluska, Vice-Chairperson

Robert Long, Member



Kevin Vana, Member



Charles Sawyer, Secretary

ATTEST:

Recording Secretary



General Order 4.16.9

Job Description: Assistant Information Technology Director

Effective:

TITLE: Job Description **ASSISTANT TECHNOLOGY DIRECTOR**

APPLICATION: Administration / Civilian

INTRODUCTION: The Assistant Technology Director is a non-ranking civilian member the Department administrative team who works closely with the Information Technology Director of the Town of St. John to sustain and grow programs and services.

MINIMUM QUALIFICATIONS:

1. Standards, Skills and Knowledge
 - a. Job Standards: Any combination of education and experience providing the required skill and knowledge is qualifying. Typical qualifications would be equivalent to:
 1. High school diploma or GED.
 2. Five (5) years of increasingly responsible related experience, or any equivalent combination of related education and experience.
 - b. Skills
 1. Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.
 2. Ability to establish and maintain effective working relationships with employees, supervisors, other Departments, officials and the public; ability to communicate effectively verbally and in writing.
 3. Ability to utilize network termination tools, punch-downs, crimping tools and cable testing and verification equipment.

4. Ability to utilize vehicle electrical tools. Crimping, soldering and test equipment.
- c. Knowledge
1. Proficiency with PC's specifically mobile data units, computer software and applications.
 2. General knowledge of office equipment, including a fax machine, copier, telephone, calculator and shredder.
 3. Knowledge of vehicle electronic systems.
 4. Knowledge of computer network design and installation.
 5. Knowledge of network cable installation in relation to building codes, NFPA and ANSI/TIA standards and requirements.
 6. Knowledge and experience in facility management including electrical, plumbing and HVAC.
 7. Knowledge and experience with CCTV and access control systems.

DUTIES AND RESPONSIBILITIES

1. The Assistant Technology Director is an administrative position who works under the close supervision of the Chief of Police.
2. Provide training and guidance.
3. Works with the Information Technology Director to sustain and grow programs and services.
4. Care for the information technology needs of the St. John Public Safety Facility
5. Representative for the St. John Police on the Lake County Data Sharing Committee (Spillman Board).
6. Technical liaison between the St. John Police and the Lake County Consolidated E911 Center.
7. Produce and maintain forms used by the St. John Police Department.
8. Care for the plant operations of the Public Safety Facility and scheduling outside contractors for any work to be done.
9. Care for, ordering and maintaining emergency equipment in vehicles (Sirens, Lights, etc.)
10. Care for, ordering and maintaining communication equipment in vehicles, including MDT's Mobile Computers and Radio systems.
11. Care for CCT systems within the St. John Public Safety Facility.

12. Design and implement cost saving procedures and protocols utilizing technology to replace paper.
13. Help-Desk for individual concerns of employees in their day-to-day operations.
14. Assist other Town Department heads in various clerical duties.
15. Operates a vehicle when necessary to travel for Town business matters.
16. Attend seminars and workshops related to Information Technology or Public Safety duties and responsibilities.
17. Standards, Skills and Knowledge

CONTROLS OVER POSITION: The Assistant Information and Technology Director is hired with the recommendation of the Chief of Police and is directly under the supervision of the Deputy Chief of Police or designee.