



Village of Bourbonnais POLICE DEPARTMENT

700 Main Street NW • Bourbonnais Illinois 60914

Telephone: (815) 802-5330

Fax: (815) 933-3318

DAVID W. MOREFIELD
CHIEF OF POLICE

JOB DESCRIPTION

JOB TITLE: Police Support Services Technician

DEPARTMENT: Police

CLASSIFICATION: Full-Time, Non-Union, Non-Exempt

GENERAL RESPONSIBILITIES

The Police Support Services Technician Position is designed to work in support of, or in the absence of the Police Services Supervisor. This position requires interaction with residents in person, electronically, and over the phone, and works closely with Police Administration to support the mission of the Bourbonnais Police Department.

SUPERVISION RECEIVED

Works under the direction of the Police Services Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Police Support Services Technician will work in a supporting role of the Police Services Supervisor. The following are some of the duties, tasks and responsibilities of the supporting role position.

- FOIA requests. Processing FOIA requests including reports, videos and pictures and any mandated redactions.
- Inputs data to standard office and department forms and data systems, makes postings to various reports, including; case reports, incident reports and LEADS reports (Leads validations/certifications)
- Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, data processing and bookkeeping.
- Receives the public and answers questions, responds to inquiries from citizens and others and refers, when necessary, to appropriate persons or officers.
- Coordinates public records requests.
- Composes, types, and edits a variety of correspondence, reports, memorandums, and other material requiring judgement as to content, accuracy, and completeness.
- Acts as the department's custodian of the records. Establishes and maintains filing systems, control records and indexes using moderate independent judgement.
- Schedules appointments and performs other administrative duties.
- NIBRS/UCR- Data entry.



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- Expungements- Responsible for the manual and electronic expungement of records/files.
- Adjudication program administration. Responsible for preparing cases for adjudication which include: video and photos preparation, paperwork processing and completing all required mailings and correspondence.
- IDOT Racial profiling completion and submission
- Accident submissions to State
- Assist in providing front window coverage for walk-ins
- Fingerprinting/Livescan/Fee collection services
- Solicitor Processing
- Merging Reports
- Ticket processing, ticket transfer, Ordinance entry and payments
- Prepare Court book and emails for Court
- Arrest Jackets made Juvenile Jackets/labeling/processing
- Accidents/Reports to States Attorney
- Bourbonnais Fire Reports
- Records checks/DCFS, other agency employment checks, Military background checks
- Domestic Violence submission and quarterly reporting
- Bi-monthly stats for Chief and Deputy Chief
- Statistical reporting Cleary reporting with ONU
- Liquor/ and B of I submissions
- Manage Cashbox log
- Reports/Alpha reports
- Administration fees paperwork and processing fee collections/ tow notifications
- Sex Offender Registrations Submissions to State/Reports
- Attorney/ Subpoena requests and responses



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- Process Accidents to DPW and HR for Village property Damage reports
- Department Ordering of Supplies
- Department Maintenance for printer's copier repair/supplies
- Email Domestic Violence reports to Harbor House
- Other duties as directed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

High School diploma or GED required

Minimum of 20 hours of college credit

Minimum of two (2) years of increasingly responsible related experience in law enforcement/criminal justice background preferred.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of computers and electronic data processing, working knowledge of modern office practices and procedures.

Proficient in Microsoft Office, Word, and Excel.

FOIA certified or ability to obtain certification within 30 days

Ability to effectively meet with the public, ability to communicate effectively both verbally and in writing, and the ability to multi-task.

Willingness to learn all facets of the New World Records Management System and the Kankakee County GIS system.

LEADS (Law Enforcement Agency Data Systems) Certification or ability to obtain LEADS

Certification within 30 days

Valid Illinois Driver's License

Must live within 30 miles of the Village within the first 6 months of acceptance of a position with the Village

Must be able to pass a fingerprint criminal background investigation and drug screening.

TOOLS AND EQUIPMENT USED

Phones, personal computer including word processing, copy machine, fax machine, scanner, calculator, laminating machine, and radio as needed.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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While performing the duties of this position, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or feel objects, tools or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Resume with three professional references and submit to an oral interview selection process.

Resumes should be submitted to:

The Village of Bourbonnais offers a competitive benefits package, including health and dental insurance, IMRF pension participation and is an Equal Opportunity Employer. The salary range of this position is negotiable depending on qualifications, within the budgetary range of \$52,000-\$57,000 annually.

Interested candidates should send a resume
and three references electronically to:

OR

mailed/dropped off to:

Human Resource Manager
Village of Bourbonnais
HR@villageofbourbonnais.com

HR Manager
Village of Bourbonnais
600 Main St NW
Bourbonnais, IL 60914

Resumes must be received by end of business Friday, September 19, 2025 or until position is filled.



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