

Council Agenda Report

Date: June 20, 2016
Submitted by: Daniel Dvorak, Chief of Police
Prepared by: Daniel Dvorak, Chief of Police 
SUBJECT: Job Description Investigative Technician

Recommendation:

That Council approve the job description for an Investigative Technician (PSC No. 09-009; Grade 8)

Discussion:

In the FY17 budget a new position has been added for an Investigative Technician in the Police Department. This full time civilian position will be the primary manager of the Police Evidence Room. The job description elaborates on the main duties this employee will be performing. The position will not be filled until the FY17 budget has been approved by Council.

Fiscal Impact:

This position is in the FY17 Proposed Operating and Capital Budget.

Approved by: Sandra Tripp-Jones 

Position No.: 09-009

Pay Grade: 8

City of Cambridge, Maryland

CLASS SPECIFICATION

INVESTIGATIVE TECHNICIAN

DEFINITION OF CLASS:

As the Investigative Technician for the Cambridge Police Department, receives, catalogs and stores evidence and non-evidence, answers public inquiries over the telephone and at the front window, takes Live Scan and inked fingerprints, transports evidence, enters evidence information into computer, maintains inventory of property and evidence.

EXAMPLES OF DUTIES (Includes, but is not limited to):

ESSENTIAL FUNCTIONS

- * Answers public inquiries in person and by telephone.
- * Books prisoners to include Live Scan and inked fingerprints of arrestees.
- * Enters all incoming and outgoing activity relative to evidence into the records management system.
- * Maintain supplies for the unit.
- * Maintains ongoing lists of property scheduled for disposal.
- * Maintains organization of assigned bin/storage areas.
- * Participates in the destruction process for illegal drugs and controlled substances.
- * Prepares paperwork and substances for the Dorchester County Narcotics Task Force.
- * Receives, catalogs and stores items of evidence and non-evidence according to established procedure and maintains inventory of all property and evidence.
- * Responsible for initiation of property control notices for disposition purposes.
- * Responsible for maintenance of all files and logs in the property unit.
- * Returns items of evidence and non-evidence, upon direction, to lawful owners.
- * Transports items of evidence from the Cambridge Police Department to the state crime lab or other processing centers (includes transportation of potentially hazardous controlled substances).
- * Transports weapons and other non-evidence property for disposal.
- * Upon direction, destroys and returns evidence according to procedures.
- * Assists with the processing of impounded vehicles.
- * Must be able to interact with others in a positive manner.
- * Requires regular and prompt attendance.
- * Process crime scenes.

IMPORTANT JOB FUNCTIONS

- * Maintains all storage areas with inherent responsibility for transportation of large items of evidence and non-evidence, to include furniture, televisions, refrigerators, safes, bicycles and other large items from one storage location to another, including biohazard evidence.
- * Prepares correspondence notifying lawful owners of availability of items of evidence for release to owners.

- * Retrieves items of evidence for police agents as necessary.
- * Testifies in court cases relevant to the chain of custody of evidence.
- * Routinely procures, stores and distributes police equipment.
- * Performs other related duties and special projects as assigned by direct supervisor.

ORGANIZATIONAL RELATIONSHIPS

Supervision Received:

- * Receives general supervision from the Special Operations Commander and direction from the Detective Sergeant.

MINIMUM QUALIFICATIONS: *(Illustrative only)*

Education:

- * High school diploma or equivalent.

Experience:

- * A minimum of six months of general office experience, including data entry experience.
- * Experience in a law enforcement environment is preferred.
- * Experience in shift work is preferred.

Other Knowledge, Skills and Abilities:

- * Individual must have the ability to work with a diverse group of people and must possess logical decision making and problem-solving capabilities.
- * Excellent interpersonal skills.
- * Ability and willingness to work varied and rotational shift.
- * A polygraph examination, oral board interview, pre- and post-offer psychological examination, background investigation, reference checks, pre-placement physical and drug testing.
- * Ability to work independently and as a team member.
- * Composure and professionalism in dealing with customers and/or arrestees.
- * A high level of integrity and confidentiality.
- * Attention to detail.
- * Ability to use a digital camera.
- * Bi-lingual (Spanish-speaking) ability is a desirable qualification.
- * Ability to multi-task.
- * Computer literacy.
- * Ability to respond to crime scenes at any time of the day or night.
- * Due to the nature of the work, an employee in this position may be considered essential. Essential personnel are determined by the chain of command, the type of emergency and the human resources needed.

Performs other duties as required

LICENSE:

Possession of a valid "Class C" Maryland driver's license. License is to be in good standing and acceptable by the City of Cambridge and/or its insurance carrier.

Ability to become NCIC/CCIC certified.

PHYSICAL REQUIREMENTS:

Lifting and Carrying:

* Ability to lift/move 50 to 60 pounds with assistance and have the ability to, at times, transport large, awkward, bulky items, such as bicycles, televisions, etc.

Pushing and Pulling:

* Ability to push/pull cargo dollies and carts to move evidence from one location to another.

Body Positions:

* Must be able to sit at a workstation and have manual dexterity to use computer keyboard. Walks around Police Department and City Hall, as well as outlying facilities. Requires bending, stooping, reaching, stretching, climbing a ladder to place or remove evidence or property on shelving units, standing to take fingerprints and assist customers at the window. Also requires the ability to input large amounts of data using repetitive motion on a consistent daily basis.

Hearing:

* Employee must be able to hear telephone and audible signals from equipment.

Vision:

* Vision is required to read computer terminal, bar codes on evidence bags, handwriting, and department manuals and other correspondence and enter data into computer.

MENTAL REQUIREMENTS:

Mathematics:

* Employee uses a calculator and basic adding, subtraction, multiplication and division to figure data used in inventory control, ordering supplies and equipment for the police department and figuring related costs, as well as to calculate bills received.

Remembering:

* Must be able to remember and use policies, procedures, criminal laws and ordinances that apply to the position and interpret those policies and procedures relative to booking evidence. Must be able to remember supervisor's instructions and follow through on assignments.

Language Ability:

* Must be able to speak and write the English language clearly and concisely to communicate with callers/visitors, police personnel and other co-workers and to give clear testimony in court.

Reasoning:

* Ability to apply common sense understanding to carry out instructions furnished in written or oral form and to solve problems using good judgment and decision-making skills.

WORK ENVIRONMENT:

* Works in an enclosed environment.

* Work involves dealing with irate and/or upset individuals.

* Work involves being responsible for weapons, large amounts of cash and narcotics.

* Physically demanding tasks are present in both the processing of prisoners and transportation of property.

* Has frequent contact with potentially combative, violent, hostile and uncooperative prisoners,

and may be the subject of arrestee's verbal abuse.

* Works involves exposure to hazardous chemicals, distasteful and unpleasant odors, and potentially dangerous or contaminated materials and biohazards.

* Although regular working shifts are assigned, there may be an occasion where a shift may be assigned outside the usual schedule.

EQUIPMENT USED:

- * Telephone
- * Personal Computer
- * Fingerprint Ink and Live Scan Equipment
- * Ladders
- * Bar Code Reader/Scanners
- * Typewriter
- * Digital Camera
- * Police Radio
- * Automatic Transmission Vehicle
- * Carts and Dollies

***NOTE:** The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.*

Class Established 6/20/2016