

## **JOB TITLE: POLICE CLERK|EVIDENCE TECHNICIAN**

**ORGANIZATION:** City of Coburg

**LOCATION:** Coburg, OR

**DEPARTMENT:** Police

**DATE:** October 2016

**FLSA:** Non-Exempt (Hourly)

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### **Purpose of Position:**

Performs a broad range of police records functions and specialized office duties from routine to complex in support of Police activities. Duties include; providing information to officers in the field via radio, telephone and computer aided dispatch equipment; assistance to citizens, other agencies and outside parties both in person and on the phone. Processes automobile records processing; and supplemental administrative records assignments as assigned. The evidence technician job description involves collecting, receiving, examining, storing, and control of physical evidence or property, provided that it adheres to the Police and Criminal Evidence Act (PACE).

### **Essential Job Functions:**

Duties may include but are not limited to the following:

- Responds to officer assistance requests by telephone & radio system; provides a variety of information regarding addresses, case details, warrants, arrest records, license plate registrations, stolen property, court orders and driving records
- Provides assistance to citizens in person and via multi-line telephone including providing information on towed vehicles, crime reports, individuals in custody, City Ordinances and State Laws, seized property, traffic accident reports, and other city, county and state social services.
- Takes information regarding suspicious persons, found property, animal services and tour requests.
- Reads, interprets, and codes various types of information contained in police reports.
- Enters, modifies and cancels data from police reports citations in the internal database, and other assigned responsibilities with a high degree of accuracy
- Processes other documents according to established procedures, local, state and federal laws and mandates, and some within court mandated time frames; determines relevant coding from various source documents.
- Initiates completion of standard form letters.
- Enters, clears, and verifies law enforcement records regarding stolen, repossessed, or towed property and missing persons into local, state, and federal law enforcement computer systems.

- Proofreads information entered by other office personnel and notifies officers of inconsistencies.
- Completes ongoing supplemental records assignments including responding to insurance requests in writing, entering abandoned vehicle information into computer systems, expunging juvenile records from the computer systems and microfilm, vehicle validations, case log printing; entering traffic citations in records system, and checking warrants from other agencies
- Confirms outside agency warrants served or vehicles recovered for exact matches; locates in computer; provides recovery or warrant information to agency. Receives and sends teletype messages to and from various agencies
- Takes appropriate action or notifies appropriate person or unit based on message received.
- Provides general information and information from police case files in accordance with state law. Makes referrals to other agencies as appropriate.
- Establishes and maintains computerized or manual activity logs, file systems, lists, manuals and other data.
- Operates and performs varying degrees of maintenance on a variety of office equipment such as copiers, fax machines, teletype machines, telephones, personal computers, radios and other equipment.

#### Evidence Technician

- Receives, documents, stores, and ensures proper custody and control of physical evidence/ property in the custody of the Police Department
- Processes and evaluates physical evidence; arranges for or transports evidence to the State Crime Lab for analysis.
- Carefully records evidence, chain of custody documents and related reports. Maintains secure evidence storage to ensure evidence and properties are free from tampering.
- Prepares evidence and court exhibits and testifies in court as required under subpoena.
- Maintain property room(s) and arrange the storage and return of evidence and/or recovered stolen, found, or abandoned property; coordinates the proper release of evidence and property to rightful owners where appropriate.
- Prepare unreturnable items for disposal in a manner prescribed by Department policies and procedures, court orders, federal laws, and state statutes.
- Inspect order, maintain, and stock department equipment/supplies (within budgetary limitations) that are used for processing crime scenes and/or gathering evidence.
- Operate a wide variety of computer hardware and software systems, word, excel, outlook etc. Enter and maintain all information (some being confidential)

received, as required and directed, into the Records Management System (RMS).

- Uniform Crime Reporting (UCR) codes shall be assigned to all crime reports in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. It is the responsibility of Records Center personnel to enter such information into the Junction City Police Department data system (contractually serving as Coburg's agent for maintenance of the information) and ensure that such information is transmitted on a monthly basis to the Oregon State Police Law Enforcement Data System (LEDS) (Oregon Revised Statutes 181.550).  
Records
- Performs other related duties as assigned.

### **Education and Experience Requirements**

- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:
- High School diploma or G.E.D. and three years of general office clerical experience. Licenses, Certificates, and Other Requirements

### **Knowledge, Skills and Abilities**

- Modern office practices, procedures, and equipment. :
- Ordinances, statutes, laws, General Orders, policies and procedures related to document processing and police records.
- Protocols and administrative rules for release of information contained in various databases and systems.
- Business English composition, spelling and punctuation.
- Basic department procedures, policies, and terminology.
- Standard computer applications and personal computer operation.
- Establish effective working relationships with the general public and other City employees.
- 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Working knowledge of Federal/State laws regarding search and seizure of physical evidence.
- Working knowledge of fingerprinting and other procedures/techniques used to collect and preserve physical evidence of crime scene investigations.
- Ability for technical record keeping and preparation of evidence exhibits for court presentations and related courtroom testimony.

- Ability to use computers and computer aided technology (software/hardware/peripheral items).
- Ability to attend various training schools and pass/maintain required certifications.
- Ability to prepare accurate and complete reports.
- Ability to work without direct supervision and exercise initiative.
- Ability to maintain confidentiality of investigations and corresponding involved evidence.
- Skill to develop and maintain working relationships with department personnel, other law enforcement and government agencies, crime labs, and District Attorney's
- One year work experience in a law enforcement agency as a corrections officer, dispatcher, law enforcement officer or related area.
- Must have the ability to evaluate situations, based on training/experience and policy/procedures, and make good decisions.
- Possess a valid Driver's License.
- Communicate at an above average level with diverse clients, both orally and in writing.
- Diffuse difficult situations; deal with angry or hostile clients of varying backgrounds, educational levels and mental statuses.
- Exercise tact, diplomacy and persuasion with diverse clientele.
- Explain complex laws and statutes to clients of varying backgrounds and Police Clerk educational levels.
- Perform multiple duties simultaneously and accurately under strict timelines and stressful conditions.
- Assess priorities and efficiently prioritize tasks.
- Operate, extract and input data from/into multiple computer systems with a high level of keyboarding accuracy. Demonstrate high levels of proficiency with Law Enforcement and Criminal Justice computer programs.
- Communicate effectively with officers via a two-way radio.
- Work evenings, weekends, holidays, overtime and rotating shifts.
- Physical ability to perform the essential functions of the job including the ability to type on a keyboard while speaking on a phone or radio.
- The ability to obtain LEADS certification within three months.

### **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 job.

- About fifty percent (50%) of the time is spent sitting/standing for computer use or public interaction. The employee must possess dexterity to manipulate keys, keyboards, operate control boards and manage multiple tasks.
- About fifty percent (50%) of the time is spent doing low and medium lifting, low carrying, and low pushing/pulling. Required in unusual or non-routine situations would include kneeling and crouching. Are also needed to be performed.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Work Environment**

- Duties are performed in an office environment while sitting at a desk or computer terminal or standing at a counter.
- Employees risk physical hazard from angry citizens and exposure to blood borne pathogens and disease from public contact. Training is provided to mitigate the risks of the identified hazards.

### **Other Job Requirements**

- Must adhere to all City Policies and Procedures
- Must be able maintain a positive working environment
- Must maintain a clean working environment
- As the duties of this position require interface with the public, must present a professional image during work hours.

*The City of Coburg is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Coburg will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*