

CITY OF ALGONA

JOB DESCRIPTION



Job Title: Police Specialist (Records and Evidence) **Department:** Police

Reports to: Police Office Manager **Effective Date:** July 11, 2023

Major Function and Purpose

The Police Specialist maintains information collected by the police department. They act as the Records Specialist, and Evidence Technician, as well as perform day-to-day administrative tasks. This is a full-time civil service position, and the individual acting in this capacity is a member of the collective bargaining unit.

General Function

The police specialist performs various clerical duties related to maintaining and disseminating police information through the records management system. The Police Specialist will also act as part of the administrative team under the direction of the Police Chief. The individual in this position must use law enforcement network computers extensively and, within six months of employment, must become a Certified Level 2 user of the Access WACIC computer system and the terminal access coordinator.

Supervision Responsibilities

This is a non-supervisory position. The employee in this position is a member of the union.

Job Duties and Responsibilities

The duties and responsibilities in this job description do not imply that these are the only duties to be performed. This job description reflects general details as necessary to describe the principal functions of this job, the knowledge and skill level typically required, and the scope of responsibility. Individuals may perform other duties, including working in other functional areas to cover absences or relief, equalize peak work periods, or otherwise balance the workload.

General office/clerical duties comprise much of the police clerk's daily activities. The individual in this position may be called upon to perform some or all of the responsibilities listed below.

Concerning police cases, citations, and arrests, the police specialist must:

- Maintain complex records and filing systems
- Forward pertinent paperwork to state agencies or the prosecutor's office
- Prepare necessary documents for presentation in court
- Data entry from police reports, citations, and other documents into Records Management System (RMS)
- Enter, modify, clear, or recall information in the WACIC DOL computer system
- Provide information, as appropriate, to law enforcement agencies, attorneys, defendants, or victims regarding criminal history records information
- Collect crime data for monthly reports to state agencies and the FBI
- Coordinate with court for police officers, prosecutors, and defense attorneys

Evidence Technician duties, the Police Specialist:

- Coordinates, manages, organizes, and performs, as required, all necessary evidence/property control functions in the Evidence/Property Section.
- Logs, records, enters data, generates, and maintains various reports on evidence/property in department custody or storage.
- Dispenses, disposes and releases property appropriately and legally by established guidelines of evidence and property.
- Properly stores and maintains evidence/property in various facilities utilized by the Department.
- Researches case files, reports, and contacts/ interacts with other Department units and agencies to facilitate the disposal of evidence.
- Communicates with crime victims, family members, and suspects regarding property and evidence matters.
- Delivers, or arranges for delivery, evidence to crime laboratories for appropriate analysis and the return of such evidence to Department custody.
- Performs audits and inventory on items of evidence/property stored within Department controlled facilities.
- Prepares inventories of property eligible under State Statute for disposal or auction and coordinates with Officer Manager for disposal of said property.
- Testifies in court as necessary. Assists in any investigative proceedings relating to evidence and its storage.

Concerning general clerical responsibilities, the police specialist will be required to:

- Process applications for concealed weapons permits
- Process departmental correspondence
- Answer telephone inquiries from the public
- Assemble and maintain departmental records
- Process subpoenas and other court documents
- Schedule appointments for the Chief of Police
- Prepare requisitions and purchase orders for the police department

In addition to these duties, the police specialist is responsible for training and re-certifying all individuals using the WACIC computer system.

Knowledge, Skills, and Abilities

While requirements may be representative of minimum levels of knowledge, skills, and abilities to perform the job successfully, the employee will possess the abilities and/or aptitudes to perform each duty proficiently.

Must type 50 wpm with accuracy in a setting with many interruptions.

Must be able to operate a personal computer and learn quickly to use software programs of the department.

Must maintain excellent public relations through communications with the public and other departments and agencies.

Must have a broad knowledge of general office skills.

Must have a sound knowledge and ability in business correspondence and the ability to proofread the grammar, spelling, and punctuation of self and others with a high degree of accuracy.

Must be able to maintain strict confidentiality.

Must be able to set priorities, organize workload, handle multiple responsibilities, and meet deadlines.

Must have exceptional organizational skills and attention to detail.

Working Conditions

Work is performed primarily indoors in an office setting. Work is often performed alone and in a confined and/or noisy space. The police clerk may be exposed to physical violence and may, from time to time, be required to leave the building during outside temperature extremes to perform duties. This position is subject to shift rotation.

Physical Requirements

Close vision, color vision, and side vision are required. The individual in this position must be able to drive a passenger vehicle. They must be able to lift and carry up to 50 pounds and must be able to hear auditory alarms. Must have the ability to communicate in person and by telephone verbally. It may be required to perform repetitive motion tasks.

Recruiting Requirements

- High school diploma (or GED)

- Washington state driver's license
- Demonstrable proficiency in computer operations

- Minimum of three (3) years clerical experience

Due to the nature of the job and access to sensitive information, a background investigation, including a polygraph examination is required.

Experience and Training

- Knowledge of office practices and procedures
 - Knowledge of computer operations
 - Prior experience working with the public
 - Experience with Microsoft Office desirable
- Experience with Spillman Records Management Systems Software is desirable

This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change.