



CITY OF MILL CREEK

POSITION DESCRIPTION

POSITION TITLE: Police Records & Evidence Technician **JOB CLASSIFICATION:** Administrative Technician
DEPARTMENT: Police **REPORTS TO:** Police Support Services Supervisor
SALARY GRADE: 11 **FLSA EXEMPT:** No
REPRESENTATION: AFSCME **Approvals: CM:**  **date:** 9-26-2023
Approvals: HR:  **date:** 9.26.2023

GENERAL DESCRIPTION:

The position is responsible for performing cross-functional, complex clerical and office support related to a variety of law enforcement functions within the Police Department providing quality service to the public. Duties involve the performance of manual and clerical work which includes recordkeeping, documentation, filing, maintaining, and releasing records related to criminal justice activities; receipt, storage and release of found, stolen and confiscated property and evidence impounded by the Police Department or other law enforcement agencies. Duties are performed under the general supervision of a Police Support Services Supervisor.

ESSENTIAL JOB FUNCTIONS:

1. Provides technical and policy information to both internal and external customers by phone or person: resolves discrepancies, complaints and other issues requiring interpretation of unique, detailed, and complex procedures and applicable government rules and regulations.
2. Performs data entry of case reports, citations, notices of infractions via Violations Bureau, trespass notices, court orders, stolen vehicles, firearms, missing persons and other data entry as necessary.
3. Performs the recording, storage, record keeping, computer entry, security, and destruction of records, and materials submitted by police department personnel according to department policy and procedure, established retention schedules and other applicable regulations.
4. Fingerprints applicants for various licenses, criminal checks and/or employment.
5. Communicates with officers and processes requests for information according to established guidelines and laws.
6. Prepare, maintain, and disseminate reports, records and files and comply with public disclosure laws.
7. Initiates processes, sorts, compiles and files records, reports, procedures, correspondence, statistical information and other documents.
8. Creates and maintains a variety of logs, forms and other tracking tools.
9. Processes Concealed Pistol Licenses, Firearms Dealer Licenses and pistol transfers in accordance with State and department guidelines. Requires knowledge and research of State and Federal firearms laws and regulations.
10. Performs inquiries and criminal history checks through Washington State Patrol ACCESS being proficient with the software to include WACIC, NCIC, RMS, CAD and NEW WORLD.
11. Catalogs crimes and verifies codes for crimes in conformance with the Uniform Crime Reporting System and/or National Incident Based Reporting System.
12. Assists in preparing court docket by searching records for possible criminal history for defendants, pulls criminal history records for use by the court, prepares case files and routes to prosecutors for use in court.
13. Run and maintain sector report, print tickets for drawer or cases, process tow impounds, PTCR's and attach/merge to cases.
14. Safeguards and maintains proper integrity and chain of evidence.
15. Collects, preserves, logs, secures, and locates evidence collected by law enforcement personnel in accordance with State laws, City ordinances, and department policies and guidelines.
16. Processes invoices and logs in property received from law enforcement personnel.
17. Ensures all impounded property and corresponding paperwork is handled according to established laws, regulations and Police Department policy.

18. Performs receiving area audits to ensure accuracy in the storage of impounded property.
19. Tags, marks, packages, and stores property and evidence received.
20. Maintains appropriate release records and records of disposition of property and evidence.
21. Destroys impounded property as required by law or regulation.
22. Maintains and secures biological evidence contained in refrigerators and freezers requiring strict temperature control.
23. Responds to inquiries from law enforcement personnel and citizens concerning property in custody.
24. Prepares impounded property for distribution and/or auction as authorized.
25. Transports evidence to and from the Washington State Patrol for analysis.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirement listed below and representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with functional access needs to perform the essential functions.

Knowledge, Skills and Abilities:

- Ability to communicate effectively both orally and in writing including the ability to assess and prioritize information that may be emergent, incomplete and delivered by persons under extreme stress.
- Ability to work under pressure of deadlines, stressful situations, and environments.
- Ability to work in a team environment by assisting others, being adaptable to changing circumstances while being pleasant and professional.
- Ability to organize, prioritize and multi-task and ability to understand and follow complex verbal and written instructions.
- Maintain regular, predictable and reliable attendance during scheduled hours.
- Ability to deal with confidential, sensitive, and time-sensitive records which may contain private and personal information.
- Requires technical knowledge of law, police procedure, and department policy.
- Establishing and maintaining effective working relationships with City officials, City employees, and the general public.
- Knowledge of computer systems, word processing and related programs and typing proficiency of 40 wpm with good accuracy and attention to detail.
- Exhibit good judgment in making decisions in accordance with regulations, rules, policies, laws, and ordinances.
- Physical ability to lift and bend with bulky and heavy items up to approximately twenty pounds, ability to squat, kneel, bend, stoop, reach, and lift.

Qualifications:

- Must be at least 18 years of age.
- U.S. Citizen or legally eligible to work in the United States.
- High School Diploma or GED.
- Associates Degree in criminal justice or related field preferred
- Passed a written civil service examination administered by a Washington law enforcement agency.
- Or any combination of education and experience which provides the applicant with the knowledge, skills and abilities to perform the job.
- Must possess a valid Washington State Driver's License, or ability to obtain, and a driving record acceptable to the City.
- ACCESS Level I and II certified, or ability to obtain certification, within six months of hire.
- Pass the City's oral Civil Service Examination process for the purpose of establishing a certified list.
- Upon an offer of employment, other examinations will include, but are not limited to, a pre-employment interview, polygraph examination, and complete background investigation including criminal history and driving record.

Other:

This is a Civil Service Position.