

CITY OF CHEHALIS POSITION DESCRIPTION

Class Title: **Records Technician / Evidence Technician**
Department: **Police**

FLSA Status: Non-exempt
Union Status: Represented
Updated: March 2024

*Position descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Descriptions are **not** intended to reflect all duties performed within the job.*

NATURE OF POSITION:

Performs a variety of routine clerical and reception duties in support of law enforcement activities. Interacts regularly with the general public both in person and by phone. Also responsible for collecting, receipting, storing, and the control of all physical evidence/property in the custody of the Chehalis Police Department. Requires a high degree of discretion and confidentiality.

SUPERVISION RECEIVED:

This position works under the general supervision of and reports to the Deputy Chief of Police.

SUPERVISION EXERCISED:

None generally. May train or provide direction to other staff as assigned or required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.

As a Records Technician:

Performs routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, permitting and licensing, and data processing.

Answers incoming calls and routes callers or provides information as required.

Receives the public and answers questions, responds to inquiries from employees, citizens and others, and refers, to appropriate persons. Responds to the public in a courteous, respectful and tactful manner.

Handles daily reports by labeling, copying, scanning, filing, and forwarding copies to appropriate agency or office, logging and entering incidents, updating and final dispositions into law enforcement computer systems.

Responsible for the maintenance and processing of various confidential material and information. Works confidentially and with discretion at all times.

Successfully participates in and completes training and obtains and maintains certification and/or licensing and eligibility in:

- Level II Washington State Patrol ACCESS terminal Certification.
- FBI National Instant Background Check System (NICS) Certification
- Washington State Department of Licensing Firearms Training
- National Incident-Based Reporting System Uniform Crime Reporting (NIBRS/UCR) Certification
- Law Enforcement Information Exchange (LInX) Training
- Public Disclosure and Dissemination Training
- Fingerprinting Certification
- Washington State & FBI RAP Sheet Training
- Washington State Patrol Omnix Training

Completes monthly reports on National Crime Information Center / Washington Crime Information Center (NCIC/WACIC) validations and FBI/NIBRS reports.

Enters and updates data daily into department's computer systems.

Serves as cashier, including receipting of payments.

Receives and processes concealed pistol licenses (CPL's) and federal firearms licenses. Fingerprints applicants for CPL's, Dealer Licenses and other professionals needing background checks.

Acts as liaison with court clerks on warrant entries, confirmations, quashing, dispositions and protection orders.

Assists in the custodial care of department documents and records, maintains filing systems, controls records, and indexes using moderate independent judgment.

Assists in summarizing monthly reports on various department activities.

Assists in fulfilling public records requests.

Operates radio and other office machines/equipment as required.

Learns, evaluates and applies applicable laws, ordinances, and department rules and regulations.

Maintains familiarity with city's geography and landmarks.

Meets deadlines as directed and/or required by law.

As Evidence Technician:

Maintains chain of custody/evidence including receiving, packaging, recording, securing, preserving, and storing physical evidence/property (including chemical, weapons, biohazards and valuables) in the custody of the Chehalis Police Department for use in criminal prosecutions.

Achieves and maintains knowledge of Federal, State, and local laws related to evidence/property management.

Maintains manual and computerized records including chain of custody documents, property receipts, property control files, disposition of evidence/property and related reports. Maintains accreditation standards for all departmental evidence/property.

Maintains property room(s) and ensures all evidence/property is properly packaged, marked, and identified, and entered into the appropriate database. Inventories evidence/property based on departmental policy.

Within budgetary limitations, maintains and stocks evidence supplies used for processing crime scenes and/or gathering evidence.

Arranges for or transports evidence to the State Crime Lab for analysis.

Prepares detailed report of findings for court purposes and testifies in court. Prepares evidence and court exhibits and testifies in court as to proper chain of custody as required under subpoena.

Arranges for the storage and return of evidence and/or recovered stolen, found, or abandoned property. Researches case and court files and obtains proper authorization for the disposition of all evidence/property. Coordinates the proper release of evidence and property to rightful owners where appropriate.

Prepares non-returnable items for disposal in a manner prescribed by departmental policy/procedure, court order, federal law, and state statutes including purging all evidence/property in accordance with federal/state laws and established policies/procedures.

Prepares and coordinates the sale of unclaimed evidence/property in accordance with Federal, State, and/or departmental policy/procedures.

Assists in processing evidence at crime scenes, including searching for, identifying, and collecting items.

Serves as liaison between the department and other local, State and Federal law enforcement agencies. Prepares quarterly and yearly reports on evidence and property.

Responsible for the maintenance and processing of various confidential material and information. Works confidentially and with discretion at all times.

Successfully participates in and completes training and obtains and maintains certification and/or licensing and eligibility in:

- Law Enforcement Information Exchange (LInX) Training
- Washington State & FBI RAP Sheet Training
- First Aid/CPR including bloodborne pathogens and use of AEDs (required as scheduled by the city)

Enters and updates data into department's computer systems.

Learns, evaluates and applies applicable laws, ordinances, and department rules and regulations.

Maintains familiarity with city's geography and landmarks.

Meets deadlines as directed and/or required by law.

OTHER DUTIES:

Engages in professional development through continuous training to increase both academic and non-academic job-related skills.

Performs courier duties between the police department and other organizations both inside and outside city government.

Provides customer service including directing inquiries and issues to the appropriate department.

May be required to work weekends and before or after normal working hours.

Travels within city and county, as well as out of town, which may include attending conferences, seminars, and training sessions.

Follows all applicable safety rules and procedures.

And such other related tasks, duties and responsibilities as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Graduation from an accredited high school or GED equivalent.

Minimum of two years of related administrative, records, customer service, clerical or receptionist experience.

In place of the above requirements, any combination of education and experience that provides the applicant with the required knowledge, skills and abilities to perform the job may be considered as qualifying.

Licenses, Certifications and Other Requirements:

Must be 18 years or older at time of employment.

Must possess a valid Washington State Drivers License with good driving record. Out of state applicants must possess valid license for state of residence and must obtain valid Washington State Drivers License within 30 days of appointment. Finalists for this position will be required to provide a Driving Record Abstract for review by the City of Chehalis.

Must successfully satisfy a background investigation including fingerprinting and review of criminal history.

Note: Due to Washington State Patrol requirements for user approval of the "A Central Computerized Enforcement Service System (ACCESS), applicants with a history of any level of felony conviction at any time are ineligible and will not be considered for this position. At the discretion of the employer, certain misdemeanor convictions may also cause an applicant to be considered ineligible for this position.

Working Knowledge Of:

Computers and electronic data processing, including Microsoft Office Suite.

Office practices and procedures.

Skilled In:

Operating listed tools and/or equipment.

Accurate typing skills with a required minimum of 30 wpm.

Ability To:

Deal tactfully and courteously with the general public and maintain composure in difficult and/or stressful situations with frequent interruptions and maintain a non-judgmental attitude towards others.

Effectively communicate verbally and in writing in English, and to understand, follow and transmit written and oral instructions.

Read, comprehend and write the English language.

Perform arithmetic computations and data entry functions accurately.

Work confidentially and with discretion.

Perform the physical demands and essential duties and responsibilities described.

MACHINES, TOOLS AND EQUIPMENT USED IN PERFORMING ESSENTIAL JOB FUNCTIONS:

The machines, tools and equipment described here are representative of, but not limited to, those that may be used by an employee to successfully perform the essential functions of the job.

Personal computer and specialty software, 10-key calculator, telephone, cash register, police radio, fax and copy machines, postage machine.

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is regularly required to: Sit or stand in a stationary position for an unspecified duration, perform repetitive movements/motion in job-related tasks, move around in a typical office and shop setting, operate under their own power typical office equipment and supplies, climb ladders and stairs, stoop, bend, kneel, crouch or crawl as necessary for various job-related tasks, communicate verbally with others.

Requires normal ability to read and visually process information - specific vision abilities include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus.

The employee must regularly perform Medium Work – lifting and/or exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

WORK ENVIRONMENT:

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

Work is performed almost exclusively at the Police Station in an office environment but may occasionally take place at other facilities and locations. The noise level is generally that expected in a typical office environment. The employee is routinely exposed to household cleaning supplies and/or basic office supplies (e.g., copy machine toner).

The duties and responsibilities listed above are intended to be illustrative only of the type of work performed. The omission of other specific duties does not exclude them from the requirements of the position if they are similar, related or logical assignments to the position.

The position description does not constitute an employment agreement between the City and the employee and is subject to change by the City as its needs and the requirements of the job change.

City of Chehalis

Date Approved: _____

By: _____
City Manager