



# Police Digital Evidence Technician

## General Information

<b>Classification Code:</b>	
<b>Effective Date:</b>	11/6/2020
<b>Pay Grade:</b>	216
<b>FLSA Status:</b>	Non-exempt

## Position Summary

Under the supervision of the Investigations Lieutenant, performs technical and administrative law enforcement work in the control and disposition of collected video evidence for the department's body worn camera and in-car video program. Troubleshoots hardware and software issues, categorizes and tags incoming digital videos, and is responsible for monitoring and fulfilling requests for digital evidence in compliance with various laws, rules, codes and regulations. Requires a high degree of sensitivity to confidential matters. Performs related duties as required.

## Classification Characteristics

N/A

## Essential Duties

*The duties listed below are a typical sample; position assignments may vary.*

- 1 Responsible for routine management of the digital video evidence and records inventory in the video management system, to include monitoring incoming data, routing of data, updating and/or validating video description fields, expungement process, and monitoring hardware inventory.
- 2 Retrieves, reviews, and redacts body worn camera and digital media for distribution to the courts, outside law enforcement agencies, the public and others requestors. Ensures digital media release is in accordance with discovery mandates, subpoenas, policies, procedures, and local, state and federal laws.
- 3 Ensure digital evidence is appropriately tagged and categorized according to department policy. Monitors and initiates digital evidence disposition upon review of court disposition orders, statute of limitations, and Oregon Revised Statute requirements.
- 4 Provides training to department personnel, courts, and/or outside law enforcement agencies on use of video management system, department procedures and best practices. May also provide some technical support and troubleshooting regarding hardware and software functionality.
- 5 Coordinates with vendor for routine, well-defined equipment and program-related processes including equipment and software updates, troubleshooting, and equipment service or replacement. Orders supplies and maintains inventory of video evidence collection equipment and accessories
- 7 Compiles data for monthly, quarterly, and annual reports, ensuring completion by deadlines and in accordance with established goals and objectives.
- 8 Assists other staff in the performance of their duties as assigned. Provides backup support to the Property and Evidence Control unit, as needed.
- 9 Performs other duties of a similar nature or level.

## Functional Specific Responsibilities

N/A

## Qualifications

### Minimum Qualifications:

- Required:
  - High school diploma or equivalent and two years of criminal justice experience; OR Associate's degree from an accredited institution of higher education with a major in criminology, criminal justice, public administration, business administration, or a related field; AND
  - Two years of progressively responsible clerical/administrative experience.
  - The equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.
- Preferred:
  - Experience in a related field with a municipal police or sheriff's department;
  - Experience working with digital and/or video evidence software;
  - Experience with public records requests related to criminal justice records;
  - Experience with complex public safety software systems.
- Special Requirements:
  - Have no convictions that could have resulted in a sentence to a federal or state penitentiary (i.e. felony convictions), or misdemeanors directly related to position;
  - Must meet minimum physical and psychological requirements as defined by a physician;
  - Must be able to work a flexible schedule which includes working evening, weekends, and holidays;
  - Must refrain from the use of tobacco products while on duty – This is a condition of employment.

### Licensing/Certifications:

- A valid State of Oregon Driver's license at the time of appointment and ability to maintain.
- Pass Criminal Justice Information Services (CJIS) background requirements (including fingerprints).
- Possession of or ability to obtain a Law Enforcement Data System (LEDS) certification within three (3) months of hire, and renewal every two (2) years.

### Technology Skills:

- Office suite software - Microsoft Office (Word, Excel, Outlook, Internet Explorer, Powerpoint)
- Data base user interface and query software — Data entry software; CJIS; LEDS
- Inventory management software — Inventory tracking software; video management software
- Operating system software — Handheld computer device software

### Knowledge Required:

- **Law and Government** — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- **Public Safety and Security** — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Computers and Software** — Knowledge of computer applications including, but not limited to Microsoft Office Suite (Word, Excel, Publisher), and traditional and social media platforms.
- **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

## Qualifications

### Skills:

- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Service Orientation** — Actively looking for ways to help people.
- **Problem Solving** — Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- **Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.
- **Writing & Speaking** — Communicating effectively in writing and talking as appropriate for the needs of the audience.
- **Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.
- **Time Management** — Managing one's own time and the time of others.
- **Processing Information** — Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data with a high degree of organization, accuracy and attention to detail.

### Abilities:

- **Flexibility of Closure** — The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- **Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.
- **Near Vision** — The ability to see details at close range (within a few feet of the observer).
- **Oral & Written Comprehension** — The ability to listen to, read, and understand information and ideas presented through spoken and written words and sentences.
- **Oral & Written Expression** — The ability to communicate information and ideas in speaking and in writing so others will understand.
- **Speech Recognition** — The ability to identify and understand the speech of another person.
- **Information Ordering** — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Category Flexibility** — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Perceptual Speed** — The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
- **Finger Dexterity** — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- **Visualization** — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
- **Selective Attention** — The ability to concentrate on a task over a period of time without being distracted.
- **Discretion** — The ability to maintain confidentiality. May have access to or gain knowledge of confidential information concerning the City, its customers, and other employees. "Confidential information" is defined as information to which the public does not have general access.

Physical Requirements											
Key	None 0% (0 hrs.)	Seldom 1-10% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)						
	0%	1-10%	11-35%	36-75%	76-100%		0%	1-10%	11-35%	36-75%	76-100%
<b>BODY POSITIONS</b>						<b>PUSH/PULL</b>					
Standing			X			0-10 lbs.		X			
Sitting				X		11-20 lbs.		X			
Walking – Even Surface		X				21-50 lbs.		X			
Walking – Uneven Surface		X				51-75 lbs.		X			
Kneeling		X				76-100 lbs.		X			
<b>MOVEMENTS</b>						<b>ENVIRONMENTAL HAZARDS</b>					
Bending/Stooping		X				Indoors					X
Twisting		X				Outdoors		X			
Crawling	X					Dust		X			
Squatting/Crouching		X				Fumes/Odors/Gasses		X			
Balancing		X				Chemical Agents		X			
Reach – Overhead		X				Biological Agents		X			
Reach – Forward		X				Noise – Low					X
Reach – Backward		X				Noise – Moderate		X			
Climbing – stairs		X				Noise – High		X			
Climbing - ladder	X					Low Light		X			
<b>USE OF HANDS</b>											
Grasping – whole hand		X				Heat		X			
Grasping – pinch grip		X				Cold		X			
Fine manipulation/feeling		X				Restricted workspace	X				
Keyboarding				X		Vibration – whole body	X				
<b>LIFT/CARRY</b>						<b>JOB SPECIFIC</b>					
0-10 lbs.			X			Driving – vehicle/equipment		X			
11-20 lbs.		X				Operate foot controls	X				
21-50 lbs.		X				Seeing					X
51-75 lbs.		X				Talking				X	
76-100 lbs.		X				Hearing				X	
						Extended work hours		X			

**Classification History**

11/6/2020 – Created and Adopted

**I have reviewed the job description.**

**Employee: Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_