



JOB DESCRIPTION POLICE SPECIALIST

JOB TITLE: Police Specialist
DEPARTMENT: Police

REPORTS TO: Detective Sergeant
FLSA STATUS: Non-exempt

WORK OBJECTIVE:

Provides specialized work directly supporting police line operations. Functions may include, but are not be limited to evidence management, warrant management, and other law enforcement support duties. Perform administrative and clerical functions as directed and assigned. Work is performed under minimal supervision with moderate latitude in the use of initiative and independent judgment. Position relies on experience to determine the best approach by using and interpreting policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Maintains the evidence room and keeps custody of all evidence and property items within the department; performs inventory audits and inspections; completes evidence supply orders and ensures proper billing for all evidence collection supplies
- Enters all incoming evidence and property into the Reports Management System (RMS) and tags, packages, and documents the items for storage; removes all outgoing evidence from the RMS
- Completes forensic crime scene processing; collects and maintains the integrity of evidence at incident scenes
- Photographically documents incident scenes and ensures photos are entered into the RMS; completes forensic analysis of cell phones and cellular data relating to investigations
- Transports evidence to and from necessary labs for analysis and maintains chain of custody documentation
- Inputs and retains case dispositions from district, county, and juvenile courts; ensures the secure disposal of evidence upon case disposition and case review
- Retains and burns copies of all in-car video records for the department; processes requests for video from officers and court staff
- Manages the police department's warrant system; interacts with the district court; maintains updated information in the warrant file; distributes warrant information to police department personnel

JOB DESCRIPTION POLICE SPECIALIST

- Processes individuals using the Live Scan fingerprinting system and the Digital Photo Imaging network and performs the necessary job functions of the Police Booking Center Clerk in his/her absence
- Completes payroll duties and maintains the court appearance schedule in the absence of the Police Operations Assistant
- Receives the public and answers questions; responds to inquiries from employees, citizens and others; refers to appropriate department/staff member as needed
- Answers phones, routes callers, and provides information as required; refers calls to appropriate department/staff members; completes basic reports for local incidents generated from phone calls
- Monitors, maintains, and administers the Township Police Facebook page
- Develops practices to ensure evidence retention and destruction guidelines are met in an accurate and timely manner
- Represents the Township and the Police department at community events; speaks at public events to educate the public and youth in local schools about forensic science

Supervision:

- None

MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by four or more years of progressively responsible experience supporting police line operations; or an equivalent combination of education, certification, training, and/or experience. Required to have a valid Pennsylvania state driver's license. May be required to have or obtain additional formal industry certification(s) based on area of assignment.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of evidence collection techniques, evidence retention guidelines, and all other best practices for the handling of sensitive evidence and property
- 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
- Knowledge of principles and processes for providing outstanding customer service
- Skill in working independently and following through with assignments with minimal direction
- Ability to operate a computer using Microsoft Office products (Word, Outlook, and Excel) and applicable department/organization specific software

JOB DESCRIPTION POLICE SPECIALIST

- Ability to handle confidential information with tact and discretion
- Ability to establish and maintain effective and collaborative working relationships with those contacted in the course of work
- Ability to provide service in a courteous, prompt, and efficient manner
- Ability to communicate effectively orally and in writing
- Ability to organize work for timely completion
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.