



CLASS SPECIFICATION FOR:

Police Support Technician III

General Statement of Duties:

Performs a wide variety of highly responsible duties in support of the Division's Police Officers and assigned unit's operations; may work in the offices and/or field locations Countywide; may serve as a lead worker or working supervisor in assigned unit; performs related duties as assigned.

Distinguishing Features of Class:

Incumbents in this job classification may be assigned a variety of duties dependent on the assigned unit, Property or Criminal Investigations. Assigned duties may include ensuring the proper tagging, inventory, custody and control of all Division evidence; tracking, updating and maintaining all evidence related records in Division systems as required; ensuring evidence is properly released to the citizens or destroyed based on proper documentation and all related records are maintained; performing analysis, comparison, evaluation and verification of friction ridge details, both known and unknown, in criminal investigations; ensuring that all assigned equipment in AFIS is properly maintained to provide maximum utilization in regards to accuracy and quantity; and preparing accurate and comprehensive written reports. This job classification may serve as a lead worker or working supervisor with responsibilities for supervising the daily scheduling and workload of assigned staff or unit. A supervisor defines the incumbent's work objectives, priorities, and deadlines, but the incumbent plans and carries out successive steps and resolves problems independently. The incumbent uses judgment in interpreting and adapting guidelines to specific cases or problems. Information and material dealt with may sometimes be of a sensitive or confidential nature. Work is performed under general supervision of either a civilian or sworn employee. The employee may be required to wear a uniform, may work rotating shifts and may be transferred to various assignments requiring a change in work shifts and/or duties to meet the changing needs of the Division of Police.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Ensures the proper tagging, inventory, custody, auditing and control of all Division evidence including the tracking, updating and maintaining all evidence related records in Division systems;
- Ensures all evidence is properly released to the citizens or destroyed based on proper documentation and all related records are maintained;
- Coordinates the disposition of forfeited evidence is with the Asset Forfeiture Coordinator;
- Prepares clear, grammatically correct, and concise reports such as Due Diligence, Destruction of Drugs, Destruction of Guns, time sheets, monthly reports, studies, and other various forms used throughout the Division;
- Maintains and files records such as evidence purge records, monthly reports, Drug and Gun destructions;
- Performs analysis, comparison, evaluation and verification of friction ridge details, both known and unknown, in criminal investigations;
- Ensures that all assigned equipment in AFIS is properly maintained to provide maximum utilization in regards to accuracy and quantity;
- Prepares accurate and comprehensive written reports, including giving testimony as an expert witness giving clear and accurate testimony in a court of law;
- Works with community special interests groups on efforts related to the unit's mission;
- Utilizes a variety of division-specific databases, software, applications and systems to enter and maintain records unique to the assigned unit;
- Maintains data and various records, files paperwork and records, prepares related reports, and prepares performance criteria reports in accordance with all applicable policies and directives as directed;
- Responds promptly and appropriately to customers' needs and inquiries using excellent interpersonal and communication skills;
- Sets-up, operates and maintains all equipment, including specialized equipment, assigned to a particular function/unit;
- Ensures operational compliance with all applicable local, state and federal regulations and codes;
- May be responsible for scheduling staff at an assigned location, managing workloads and work assignments, providing training and feedback to staff at assigned location, and preparing related reporting for review by supervisor;
- Submits requisitions for supplies for the assigned, maintains inventories, and prepares related documentation;
- Manages and prioritizes work with regard to time, decisions, and seeking guidance from his supervisor;
- Adheres to all local and state laws and follow all rules, regulations, directives, and policies;
- Adheres to assigned work schedules with regular and reliable attendance;
- Performs other duties as assigned.



CLASS SPECIFICATION FOR:

Police Support Technician III

Required Knowledge, Skills and Abilities:

Knowledge of the structure and operation of government, community agencies and the Division of Police; ability to research and appropriately solve (or refer) problems in response to a variety of inquiries and situations presented by the public, coworkers, Division staff, County employees and officials, and other non-County agencies; ability to work independently; ability to accurately and consistently interpret, apply and communicate complex laws, regulations and policies; critical thinking skills with the ability to problem solve and consistently make sound accurate decisions, including but not limited to under pressure and in emergency situations; excellent interpersonal and customer service skills; strong oral and written communication skills; ability to express ideas clearly and concisely, orally and in writing; ability to research, collect and maintain data, consider and weigh a variety of factors in making decisions or recommendations; ability to synthesize multiple types of complex data and provide the appropriate information, options or solutions; ability to systematically compile data and provide detailed records and reports as required; strong computer skills with ability to use computer and typical business software, proprietary software, and relevant applications necessary for entering, maintaining, researching and reporting division-specific data from division-specific databases and systems, and/or to prepare reports as needed; physical abilities and condition that permits the activities necessary in and inherent to the assigned duties and related activities and operation of equipment necessary to assigned duties; personal accountability including teamwork and establishing and maintaining positive relationships with stakeholders, customers and colleagues; ability to work independently; tact; and courtesy. May require a sound knowledge of, including the ability to consistently and accurately interpret and apply, complex codes, laws, regulations and directives regulating the custody, handling and disposition of evidence. May require basic supervisory skills with the ability to staff and manage day-to-day and special activities, develop effective work schedules, manage workloads and competing priorities, train and provide effective feedback to staff, and foster teamwork, and accountability and high morale. May require a thorough understanding of chain of evidence requirements and of evidence codes and laws such as State codes 46.2-1203 and 46.2-1205 providing for the disposal of vehicles, State codes 15.2-1719, 15.2-1720, and 15.2-1721 providing for the disposal of unclaimed property, State code 15.2-1720 providing for the disposal of bicycles and mopeds, State code 18.2-253 regulating for the disposal of controlled substances, State code 18.2-308.1:4 dealing with Protective Orders and Domestic Violence, limiting the release of weapons to violators of this section. May require a well developed knowledge of the science of fingerprints including with emphasis on the identification of latent prints and other friction ridge detail; ability to gather raw data and arrive at logical conclusions based on accepted practices; ability to qualify as an expert witness; communicate complex information and findings in a logical, clear and concise manner that can be easily understood by diverse audiences.. Must be able to positively and appropriately represent the Division of Police in all interactions with the other County agencies, the community and other stakeholders relevant to assigned unit. Requires ability to work a flexible schedule as needed.

Minimum Education and Experience:

Education: Graduation from high school or GED;

Experience: Four (4) years of experience relevant to assigned unit;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- May require valid driver's license to perform assigned duties or work at various assigned locations Countywide.
- May require a polygraph examination depending on specific assigned duties within the Police Division.