

## **Oakbrook Terrace, Illinois Position Description**

<b>Title:</b>	Police Services Technician	<b>Department:</b>	Police
<b>Date:</b>	May 2023	<b>Reports To:</b>	Detective Sergeant

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### **Purpose of Position**

To perform the duties and fulfill the responsibilities of the Property & Evidence Custodian and Digital Media Technician, as commanded by the Chief of Police through Department directives. These responsibilities include three separate, but complimentary areas: preserving the integrity of all physical evidence and personal property that come into the custody of the Department; managing system security, maintenance, storage, retrieval, transfer, copying, dissemination and destruction of digital media according to legal and policy requirements; and providing administrative support to the Department while ensuring compliance with all policies, procedures and statutes for the safekeeping of both public and confidential records and correspondence.

### **Schedule**

The Police Services Technician is a part-time position responsible for working no more than thirty-two (32) hours per week between the hours of 7:00 a.m. and 3:00 p.m., Monday through Friday.

### **Essential Duties and Responsibilities**

**The following duties are normal for this position. They are not to be construed as all exclusive or all-inclusive. Other duties may be required and assigned.**

- Serve as Property & Evidence Custodian: receive, store, release and dispose of physical evidence and personal property according to applicable policies, procedures and statutes; maintain and record the chain of custody of all physical evidence and personal property received by members of the Department; maintain evidence and property control related supplies and materials; prepare and deliver evidence to the state and county crime laboratories for analysis, the State's Attorney's Office and the courts; and receive and process paperwork pertaining to property seized by the Department through the asset forfeiture process.
  - Serve as Digital Media Technician: plan, organize, and implement all aspects of Department camera systems and related technology, including, but not limited to, body-worn cameras, in-car cameras, stationary cameras, automated license plate readers, and drones along with related software and equipment in compliance with applicable policies, procedures and statutes; and coordinate the inventory, maintenance, updates, and upgrades of all Department camera systems, companion equipment and related technology; act as a liaison to service providers.
  - Review, redact, and prepare documents, digital media and related materials for dissemination in accordance with the Freedom of Information Act in conjunction with the City's Freedom of Information Act Officer.
  - Requisition certain supplies, materials and equipment for the Department; maintain inventory records of specified issued equipment.
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- Research and update policies and procedures related to property, evidence, record keeping and operation of camera systems and related technology to ensure compliance with local, state, and federal statutes and guidelines; prepare and conduct Department training related to compliance changes.

### **Additional Duties and Responsibilities**

- Write incident and supplementary reports pertaining to physical evidence, personal property and digital media in accordance with applicable statutes, policies and procedures.
- Attend meetings and roll calls to inform and instruct other Department personnel in new procedures or processes pertaining to physical evidence, personal property, digital media or record keeping.
- Perform related office and clerical duties and responsibilities as required.

### **Knowledge, Skills and Abilities Required to Perform Duties and Responsibilities**

- Ability to sit, talk, listen/hear, use hands, walk, stand, stoop, kneel, crouch, and reach while performing duties.
- Ability to coordinate eyes, hands, feet and limbs in performing coordinated movements, such as keyboard entry.
- Ability to recognize and identify similarities or differences between characteristics of colors, shapes, and sounds associated with job-related objects, materials and tasks.
- Knowledge of digital media, equipment and techniques.
- Knowledge of digital media retrieval and maintenance.
- Ability to operate all Department camera systems and related technologies, while maintaining software certifications.
- Professional knowledge of police operations and procedures, including police training principles and practices.
- Knowledge of the criminal justice system.
- Knowledge of state and federal laws, including laws governing the use of police camera systems, F.O.I.A., and property and evidence.
- Knowledge of the value of physical evidence and “the chain of custody of evidence.”
- Ability to operate a variety of office equipment, including relevant computer applications.
- Strong organizational, time management, and multi-tasking skills without loss of productivity or quality.
- Ability to communicate both verbally and in writing with the public and to work well with other government personnel.
- Ability to handle highly sensitive, confidential and valuable information and items.
- Ability to work independently and as a team member.
- Excellent oral and written communication skills, with the ability to communicate technical concepts and abstract ideas to all audiences.
- Excellent record keeping abilities.
- Ability to evaluate new technology and develop strategies for implementation.

### **Work Environment**

- General office environment with occasional travel to off-site locations.

- Potential exposure to uncomfortable environments due to dirt, drafts, fumes, noise, lighting, temperature variation, or the like.
- Walking, standing or sitting for prolonged periods of time.
- Occasional heavy lifting.

**Occupational Risk**

- Potential contact with hazardous and unknown substances during the course of work, including potential exposure to blood borne pathogens.

**Minimum Training and Experience Required to Perform Essential Job Functions**

- High school diploma or equivalent.
- Valid driver’s license.
- At least two years of law enforcement forensics, technology-related and record keeping experience.

The City of Oakbrook Terrace, Illinois is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date