

Hotchkiss Marshal's Office Compliance/Evidence Technician

Summary

The Compliance/Evidence Technician is an administrative professional who provides administrative support, record keeping requirements, evidence and body worn camera support/maintenance associated with law enforcement operations. Outstanding customer service skills, attention to detail, a willingness to learn new skills and familiarity with computers including Microsoft Office are important attributes. High school diploma or equivalent is required. Full time position.

Essential Duties and Responsibilities

- Provides administrative support in assigned area of responsibility including preparation of confidential correspondence to various agencies; processes incoming and outgoing mail: ordering and distribution of supplies; and repair documentation, scheduling, and transport to repair facilities as needed.
- Performs a wide variety of routine and complex document and records management duties related to confidential law enforcement reports, law enforcement records, court requirements, law enforcement records and case files.
- Enters various information into computer system including summons and traffic accidents and enters and processes information as it pertains to CCIC (Colorado Crime Information Center)/NCIC (National Crime Information Center)/NIBRS (National Incident-Based Reporting System).
- Performs clerical duties as necessary including computer data entry, copying, filing, answering telephones, formatting various documents, preparing reports, revising manuals, and operating a variety of office equipment.
- Provides external customer service while serving as department's receptionist by responding to inquiries from and aiding citizens, guests, outside agencies and others that contact the Marshal's Office. Provides internal customer service to include responding to inquiries from and aiding co-workers, supervisors, and other Town employees.
- Works in conjunction with supervisors and Marshal to maintain accurate and useable records retention and storage for the Department.
- Prepares warrant entries into CCIC.
- Maintains current and archival law enforcement records systems to include sealing records as ordered by courts.
- Ensures compliance with laws, court orders and decisions, and regulations on the use, distribution, and confidentiality of law enforcement records. Participates in the release of law enforcement records information pursuant to Colorado Revised Statutes. Works with local, state, and federal agencies in matters relating to the collection, retention, retrieval, and distribution of law enforcement records information.
- Proposes and assists with establishing standards of production and workflow.
- Represents the department in community events, meetings, and programs. Attends professional organization meetings as assigned by the Marshal.
- Takes proper safety precautions, anticipates unsafe circumstances, and acts accordingly to prevent accidents. Responsible for safety of self, others, materials, and equipment. Uses all required safety equipment.
- Performs related duties as required by supervisors or the Marshal to meet the needs of the Town.
- Evidence oversight including but not limited to:
 - Log in the evidence/found property received in the Department.
 - Ensure the laws of evidence, General Orders, and Standard Operating Procedures regarding the handling of evidence/ found property are followed.
 - Physically lift, carry, and transport evidence as required.

- Respond appropriately to inquiries regarding items held by Department including authorization verification to release evidence to appropriate persons.
- Maintain chain of custody on all items of evidence/found property stored in the Department.
- Research information on unclaimed evidence/found property.
- Dispose of unclaimed evidence/found property as authorized by the Court or applicable laws, orders, or procedures.
- Deliver evidence to appropriate laboratories as required.
- Assist citizens who come to the Marshal's Office to retrieve their belongings.
- Respond to frequent requests from District Attorney's Office for original evidence, documents, discs, or other media.
- Establish and maintain electronic video evidence as it relates specifically to body worn camera video and related disclosure requirements according to the policy.
- Process and prepare outside requests for information, which includes court requests, subpoenas, agency requests, and FOIA and Massachusetts Public Record requests. Ensure responses are provided in a timely fashion, adhere to state and federal statute, and are recorded according to departmental protocol.
- Assists in responding to various requests, such as open record requests.
- Retrieve, redact, and distribute requests in a timely manner.
- Be familiar with, interpret, apply, and explain codes, laws, rules, and regulations related to assigned activities.
- Coordinate and track data retention, disseminate video evidence to requesting parties, fulfill freedom of information requests.
- Assist other agencies with processing and understanding requests.
- Provides technical assistance, instruction, and training of software.
- Prepare reports and correspondence when required.
- Other related duties as required.

Qualifications and Requirements

Skill, Knowledge and Ability:

- Ability to respond effectively to common inquires or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to management, department personnel, and citizens.
- Working knowledge of computers and the ability to learn and utilize software applications for word processing, spreadsheets, databases, and other current technology.
- Ability to develop and maintain effective working relationships with employees, supervisors, various agencies, and public by providing excellent customer service.
- Ability and willingness to acquire knowledge of applicable laws, regulations, policies, and procedures relating to public records requests and confidentiality of law enforcement records.

Preferred qualifications

- Bilingual in English and Spanish

Supplemental Information

While performing the duties of this job, the employee is regularly required to sit, stand, walk, squat, talk, hear and see. Light physical effort to handling objects up to 20 pounds occasionally and on rare occasions over 40 pounds. Information dealt with may be graphic and upsetting.

Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.

Physical Requirements:

- Moderate physical activity that requires ability to: lift up to 45 pounds occasionally, move numerous heavy tools, safes, car parts – occasionally, and with assistance from others; move ladders to store or retrieve items from shelves, ascend stairs, climb ladders, and perform other physical functions including, but not limited to stooping, kneeling, crouching, frequent standing or walking; maintaining arms and hands in the same position for repetitive tasks; and frequently working with light objects and light hand tools.
- The essential functions of this job require frequent hearing and repetitive motion; continuously sitting and talking; occasional carrying/lifting light objects, crouching, feeling, fingering, reaching, standing, and walking.
- Moderate to considerable physical effort that includes working from ladders in awkward positions; and frequent use of medium weight objects (e.g., up to 45 lbs) and use of medium weight tools; evidence is stored in boxes that could weigh as much as 45 lbs and at times, the technician must move the boxes to consolidate space; effort is needed to ascend stairs, climb ladders, and perform other physical functions of the job.
- Communication skills sufficient to convey information via telephone and in person.

Knowledge, Skills, and Abilities

- Follows established guidelines to ensure data is handled to evidentiary standards and retention schedule is followed.
- Follow the policy for proper use, management, storage, and retrieval of video and audio data recorded by body worn cameras.
- Experience and understanding of Microsoft Windows operating and file systems, related desktop applications and of related enterprise application architecture.
- Working experience in the use of Microsoft Office Applications such as Outlook, Word, Excel, Access, PowerPoint, and Publisher preferred.
- Ability to learn use of Adobe Premiere, Apple Final Cut Pro, Axon, or other mainstream video editing software platform.
- Excellent verbal and written presentation skills.
- Have a comprehensive understanding of or the ability to learn the requirements of the Colorado Public Records Law and Freedom of Information Act.
- Considerable knowledge of modern office procedures and equipment, particularly with reference to filing, record keeping, and cross-indexing systems.
- Manage multiple projects efficiently.
- Ability to communicate effectively and present information clearly, logically, and persuasively.
- Ability to maintain CORI clearance and abide by confidentiality regulations.
- Ability to establish and maintain effective working relationships with other employees, Town officials, and the public.
- Ability to maintain strict confidentiality and exercise discretion and sound decision making when handling sensitive information.
- Must be able to sit for long periods in reviewing video evidence.

Education and Experience

- High school diploma or Equivalent
- Some college preferred.
- Experience in law enforcement records and/or Marshal's Office operations preferred.