

City of Covington Job Posting
Records Technician / Evidence Custodian

Date: April 4, 2024

Department: Covington Police Department

Grade Number: GR 6

FLSA Status: Non-Exempt

Position Summary

This position collects, categorizes, analyzes, and distributes information on crime patterns, trends, and suspects to provide accurate and timely information for decision making; and provides department specific software systems management and support. In addition, this position collects, packages, transports, and houses evidence submitted by the Covington Police Department. In addition, this position is responsible for grant drafting, submissions, and review.

Essential Functions

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.

- Performs crime analysis activities; reads, interprets, predicts, and summarizes information.
- Communicates and exchanges activity reports, trends, and patterns to management and special units within the department.
- Conducts research on possible suspects.
- Determines criminal association and patterns of criminal activity related to offenders or groups of offenders. Conducts research on suspects or criminals; collects, compiles, and analyzes intelligence data; maintains records.
- Performs intelligence analysis activities; creates Wanted and other bulletins, identifies suspects and suspect property, reviews photos and video, assists investigations as needed, conducts Special Operations Support.
- Performs social media analysis; conducts routine alert monitoring, Missing Children, threats sent via social media, social unrest monitoring, etc.
- Organizes summarized information into clear and concise reports; develops and prepares charts, graphs, maps, bulletins or other materials to present findings.
- Provides operational and administrator level software support for the department. Serves as liaison to vendors for outside support needs. Provides recommendations for upgrades or enhancement opportunities and needs.

- Performs routine and complex clerical and administrative work in answering phones, receiving the public, data processing and record keeping.
- Receives the public and answers questions; responds to inquiries from citizens and refers, when necessary, to appropriate person.
- Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Maintains confidentiality of all written records and verbal information except that information that is a matter of public record.
- Maintain the evidence room, submits evidence for forensic processing, maintain chain of custody of all evidence, maintain data on evidence submitted, status and deposition.
- Appear in court, discuss evidence with prosecutors and testify in court.
- Keeps track of crime and traffic data; enters arrests and traffic citations, organizes records, prepares monthly, and yearly reports, replies to report requests and enters TIBERS incidents.
- Seeks and applies for State and Federal Grants. Maintains all Grants received by the Covington Police Department.
- Other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of applicable federal, state and local statutes, ordinances, laws, rules, regulations, policies and procedures.
- Knowledge of the principles and practices of law enforcement activities, techniques of crime analysis, crime prevention, and police records processing.
- Knowledge of methods and techniques of statistical research and analysis.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Ability to establish and maintain effective working relationships with others.
- Ability to type and with reasonable speed; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisors, and the public.

- Ability to understand and follow oral and written instruction; ability to express ideas clearly, concisely, and objectively; ability to be neat and organized in work and appearance; ability to understand and carry out written and oral instructions.
- Must possess or be able to obtain by the time of hire, a valid Tennessee Driver's License.
- Not have been convicted of a felony or misdemeanor involving moral turpitude, as the term is defined by law.
- Must have the ability to cope with loud and abusive language. (Employee will occasionally be in an environment where people are arrested and then transported elsewhere.)

Language Skills

- Ability to communicate effectively with other members of the staff, supervisor, and the public.

Mathematical Skills

- Ability to perform mathematical calculations.

Reasoning Ability

- Ability to understand and effectively carry out verbal and written instructions.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.
- Ability to analyze facts and to exercise sound judgment in arriving at conclusions.

Required Education, Experience, Licensing, and Certifications

- Bachelor's degree in criminal justice, Statistics, Information Systems, or closely related field and five (5) years' experience in law enforcement or crimes analysis. Other professional certifications within the field may be accepted as substitution to meet the qualifications for the position.
- Geographic Information Systems Technical Certificate preferred.
- Must pass background and criminal history check to qualify to receive sensitive but unclassified information through a nondisclosure agreement with Covington Police Department.

Physical and Work Environment

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- While performing the duties of this job, the employee is frequently required to drive a Departmental vehicle to meetings, law enforcement agencies, businesses, and locations related to Departmental reporting.
- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work will involve handling sensitive and graphic information.
- Work is performed in an office setting.

Compensation and Benefits

The compensation listed in this job description is specific to this position and takes into account a number of variables. This estimated range is based on various factors, including, but not limited to, job duties, experience, expertise, and established grades within our organization. A reasonable annual estimate of the range for this role based on the variables previously mentioned is: **\$16.62 – \$23.27/hr** or **\$34,569 – \$48,401 annually**.

Benefits include state provided medical, dental, and vision coverage, automatic enrollment and contribution to the Tennessee Consolidated Retirement System, 401(K) employee funded account, State of Tennessee Employee Assistance Program, tuition reimbursement, and paid personal and sick leave through service accrual.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EEOC Statement

The City of Covington is committed to a policy of equal employment opportunity for all applicants and employees. The City will comply with all applicable laws prohibiting discrimination against employees and applicants for employment on the basis of race, creed, color, religion, sex, age, gender, national origin, disability, or veteran status and any other status that is now protected by applicable law or may be protected in the future. Such compliance will occur in all employment decisions and actions regarding matters such as, but not limited to, recruitment, hiring, promotions, transfers, layoffs, disciplinary action, termination, compensation, benefits, and City-sponsored training, education, and education assistance.