



City of Milford
**Terminal Agency Coordinator/
Evidence Technician**
Pay Grade: G06

Employment Status: Full- Time

FLSA Status: Non- Exempt

Experience Required: Five years' experience working with DEIJIS and NCIC to become familiar with the various rules and regulations. NCIC and DELJIS certification as a Terminal Agency Coordinator; NIMS (National Incident Management System) ICS-100 and FEMA IS-700 Training. A comparable amount of training and experience may be substituted for the minimum qualifications. Must pass pre-employment testing for substance abuse and criminal background. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware.

Minimum Education Requirements: High school diploma or equivalent

Direct Supervisor: Police Lieutenant

Supervisory Responsibility: None

Primary Work Location: Office setting

Job Summary: Performs responsible technical and clerical work keeping track of computer entries, departmental evidence, and makes sure both sworn and non-sworn personnel are kept up with training and given DEIJIS and NCIC updates; does related work as required.

The Terminal Agency Coordinator/Evidence Technician shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Terminal Agency Coordinator/Evidence Technician shall demonstrate technical skills through effective communication and collaboration, proper use of resources, sound decision-making, personal accountability and responsibility.

Supervision Received: Work is performed under the general supervision of the Police Lieutenant.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential duties:

- A. Keep chain of evidence stored for officers until there is a final disposition of the case; prepares drug evidence for pick up from the Medical Examiner's Office; keeps evidence areas maintained so that evidence is easily retrievable; keeps in contact with the Attorney General's Office and obtains final dispositions on cases so evidence can either be destroyed or returned to the owner properly.
- B. Keep detailed records of all evidence collected and has records from time collected until final disposition; testifying in court when needed about maintaining evidence; holds bicycle sales at least two times a year.
- C. Check all warrants to make sure they are properly placed on computer; checks to see if warrants need to be placed on the computer; checks to see if missing persons listed on computer are still missing; checks to see if reported stolen property on computer is still stolen.



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- D. Make updates to entries place on the computer; makes sure department members receive updated training when it is needed; represent the department at DELJIS and NCIC user meetings and pass on information to dispatch personnel and sworn officers.
- E. Make preparation and represent the department at all audits of the department s computer entries; any other duties as assigned.
- F. Performs related work as required.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Methods of operating the communications system.
- Familiarity with the NCIC and DELJIS systems
- Evidentiary procedures

Skills

- Exceptional organizational skills.
- Effective computer skills in a Windows environment with experience in Data Base input and management, experience in proprietary software such as LEISS, Enforcer, Portal 100, and web based applications as well.

Abilities

- Type, the ability to deal with the public courteously and professionally.
- Capable of performing duties without close supervision.
- Ability to communicate effectively, both orally and in writing.



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Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my positions. I would like to have a second review of the job description with my manager and human resources.

Chief of Police:

Employee:

Human Resources Administrator:
