



City of Milford

Police Terminal Agency Coordinator/ Evidence Technician

Pay Grade: 4

Employment Status: Full- Time

FLSA Status: Non- Exempt

Experience Required: Five (5) 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: The Terminal Agency Coordinator/Evidence Technician is responsible for verifying and maintaining law enforcement database entries, ensuring compliance with NCIC/CJIS policies, and keeping personnel credentials and training current. This role manages the intake, storage, chain of custody, and documentation of evidence for investigative and legal purposes. It also involves responding to and processing crime scenes to collect and analyze evidence that supports ongoing investigations. Additional duties may be performed as required to support departmental operations.

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:

- **Evidence Management & Chain of Custody:** Maintains the chain-of-evidence for officers until final case disposition, prepares drug evidence for pick up from the Medical Examiner's Office, ensures evidence storage areas are well-maintained for easy retrieval, and coordinates with the Attorney General's Office to obtain final dispositions for proper evidence destruction or return.
- **Recordkeeping & Court Testimony:** Keeps detailed records of all evidence collected from the time of acquisition until final disposition, testifies in court as needed, and conducts bicycle sales at least twice a year. Ensures that all sworn and non-sworn personnel maintain up-to-date access credentials for sensitive law enforcement systems. Provides expert testimony on evidence handling and forensic findings; prepares audio/video evidence for legal proceedings.



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- **Warrant & Status Monitoring:** Reviews and updates computer records to ensure all warrants are properly recorded, checks the status of missing persons and reported stolen property, and confirms that all warrant information is current.
 - **Database Management & Training:** Updates electronic entries regularly, ensures department members receive updated training, represents the department at DELJIS and NCIC user meetings, and communicates important updates to dispatch personnel and sworn officers.
 - **Scene and Evidence Documentation:** Uses photography, sketches, and detailed notes to document scenes and collected evidence for investigative and legal use.
 - **Forensic Techniques:** Conducts bloodstain pattern analysis, shooting reconstructions, and processes trace, ballistic, and impression evidence.
 - **Audit Preparation:** Prepares for and represents the department during audits of electronic evidence records.
 - **Other Duties:** Performs related work as assigned.

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

- Types, 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 position. I would like to have a second review of the job description with my manager and human resources.

Chief of Police: _____

Employee: _____

Human Resources Director: _____