

August 29, 2014

To: Mayor Bemrich and City Council

From: David Fierke, City Manager

Subject: Creation of new classification – Police Evidence Technician

ACTION: For vote Monday, September 8, 2014

Brief History

A vacancy has occurred in the Police Department with the retirement of Captain Buske. In the past the evidence duties, parking meter collection and the relocation of the MSV car were overseen and handled by a captain as part of a larger set of duties assigned.

Analysis of Issue

With the retirement of Captain Buske at the end of FY 14, a vacancy was created. Captain Buske had several areas of operation under his supervision. One of those was management of the evidence collected as part of police investigations. He also was in charge of parking enforcement including the collection of money from the parking meters. With his retirement, the Police Department has decided that several of the tasks performed by Captain Buske were more appropriately completed by non-sworn personnel. The tasks include the administrative logging and securing of evidence and the maintenance of evidence logs with respect to inspection of evidence by law enforcement personnel. Additionally, the collection of money from parking meters and the movement of the MPV vehicle could be accomplished by a non-sworn employee given the proper training.

The Police Department does not intend to fill the position held by Captain Buske. The department does intend to maintain its full complement of sworn officers. In working with the Police Department, a job description was created for the classification of Police Evidence Technician. This position would be a non-sworn position conducting the duties and tasks that do not require a sworn officer to perform. This would be a full time position. There is a growing trend among police departments within Iowa to move these types of administrative functions to non-sworn personnel in an effort to reduce expenditures and have as many sworn officers in the field as possible.

In review of the duties of the position and review of comparable positions within other police departments, the position is recommended to be placed at a grade 18 of the non-union salary matrix. This will result in a starting wage of \$16.57 per hour.

Budget Impact

With a change from Captain at a grade 30 of the non-union matrix to a grade 18 for this new position, there will be sufficient funds.

Strategic Plan Impact

Allocating this position is in line with the Envision 2030 plan and strategic goals set forth by council to improve the safety and quality of life for citizens.

Comprehensive Plan Impact

NA

Subcommittee or Commission Review / Recommendation

N/A

Staff Conclusions / Recommendations

The City Manager Office and Human Resources recommends approval of the creation of the Evidence Technician position in the Police Department.

Alternatives


Fill with a current job classification which will not adequately meet departmental needs.

Implementation and Accountability

Implementation of the duties of this classification will be overseen by the Police Chief.

Signed

Approved



James Vollmer
Human Resource Director



David R. Fierke
City Manager

RESOLUTION NO. _____

**A RESOLUTION IDENTIFYING AND ESTABLISHING PROPER
LABOR GRADE AND JOB DESCRIPTION FOR THE FOLLOWING
CITY EMPLOYEES**

WHEREAS, the City wishes to retain the highest quality of employees; and

WHEREAS, formal Council action is necessary to cause the following to be implemented; and

WHEREAS, Fort Dodge Municipal Code 2.68.040 permits the creation of position descriptions to be allocated to new positions by the personnel director; and

WHEREAS, such a request has been made and reviewed by the personnel director; and

NOW, THEREFORE, BE IT RESOLVED that one captain position within the Police Department be removed and the position and job classification description of Police Evidence Technician be created and allocated to grade 18 of the appointed and non-unionized salary matrix effective September 9, 2014 and the position classification plan be updated to reflect such allocation.

PASSED AND APPROVED by the City Council of the City of Fort Dodge this _____ day of _____, 2014.

Ayes: _____

Nays: _____

Other: _____

City of Fort Dodge

Matt Bemrich, Mayor

Attest:

Jeff Nemmers, City Clerk

Police Evidence Technician

Code: 910

Grade: 018 Mgmt

Date: 9/9/2014

General Duty Statement

Performs technical work ensuring the compliance with all applicable policies, procedures, general orders, state and federal regulations and standards relating to the maintenance, availability, confidentiality and release or inspection of evidence to authorized individuals per established guidelines.

Supervision Received

Works under general supervision of Police Chief or division head.

Supervision Exercised

None.

Typical Duties

1. Receives, logs and documents evidence accurately describing the evidence or property in strict accordance with standard operating procedures for evidence handling.
2. Reviews and verifies the accuracy of evidence and property reports. Stores and categorizes property or evidence in bins, shelves, lockers, vaults or other secure locations ensuring the security of that evidence or property.
3. Releases evidence or property to indented claimants, court officers or police personnel in accordance to standard operating procedures.
4. Maintains all records on the release of evidence or property.
5. Maintains perpetual inventory of property and evidence and prepares periodic inventories when required using standard operating procedures.
6. Assists in determining whether property or evidence is to be destroyed, auctioned or acquired.
7. Assists in the preparation of items to be auctioned which may include cataloging, cleaning and transport of items to the auction site.
8. Collects money deposited in parking meters by walking to each meter utilizing specialized equipment to retrieve and secure collected funds on a weekly basis or more often as needed.
9. Drive and set up mobile vehicle speed vehicle and camera 2 - 3 times per week as directed by supervisor.
10. When necessary make trips to the DCI Lab in Ankeny to pick up and drop off evidence for testing.

Essential Functions

The essential functions are the typical duties listed above.

Technical Expertise

Maintains a high level of security of work area by close observation of individuals admitted to the area. Assists the City and County Attorney in determining whether property or evidence is to be destroyed,

auctioned or acquired as part of the assets of the Police Department. Assists in the scheduling and organizing of items to be auctioned.

Responds to inquiries from the general public, investigative units, law enforcement agencies and courts. Maintains perpetual inventory of property or evidence and prepares periodic inventories when required. Releases property and evidence to properly identified claimants, court officers, or police personnel and maintains records of such transactions in accordance with prescribed procedures.

Ability to solve a full range of associated work problems.

Stores, compiles and categorizes property or evidence in bins, lockers, vaults, shelves and other storage mechanisms ensuring the security of the evidence.

Ability to confer with appropriate City personnel.

Reviews and verifies the accuracy of property and evidence reports.

Ability to produce effective and readable reports and other correspondence.

Commitment to customer service standards.

Competencies

Demonstrates an ability to quickly gain a basic understanding of the priorities and objectives of the work assignments and to learn and grasp departmental policies and procedures related to the position.

Demonstrates an ability to utilize a broad array of software and basic office equipment in the performance of the duties.

Demonstrates an ability to safely handle evidence at all times; some of which may be hazardous in nature when recovered from crime scenes.

Demonstrates an ability to recognize potential risks and liabilities associated with projects and works to minimize associated risks.

Demonstrates an ability to prioritize and produce quality work products in a timely fashion.

Demonstrates an ability to resolve routine problems, ask for help or notify appropriate supervisory personnel for decisions beyond the scope of the position.

Demonstrates an ability to effectively communicate with listening, speaking and writing skills and to do so tactfully and respectfully.

Demonstrates an ability to follow oral and written instructions.

Demonstrates effective membership in a departmental work environment by understanding the roles, responsibilities and expectations of themselves and of others.

Requirements

High school diploma or GED or any combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job. Associates degree in criminal justice or related field preferred. Successful completion of a background investigation is required. Valid Iowa driver's license.

POSITION - Evidence Technician

PHYSICAL FACTORS	CODE	ENVIRONMENTAL FACTORS	CODE
Standing Stationary	O	Work Alone w/out other employees	F
Moving About	F	Work With Others (the public or other employees)	F
Sitting	F	Work Around Other Employees	C
Physical Strengths and Demands		Public Contact	F
Lifting-Push & Pull While Stationary		Shift Work	V
Sedentary-up to 10 lbs	F	Extended Day	O
Light Work-11 to 20 lbs	F	Inside	C
Medium Work-21 to 50 lbs	O	Outside	O
Heavy Work-51 to 100 lbs	V	Confined Area	C
Very Heavy-over 100 lbs	V	Extreme Hot	V
Carrying-Push & Pull While Moving About		Extreme Cold	V
Sedentary-up to 10 lbs	F	Wet and/or Humid	V
Light Work-11 to 20 lbs	O	Noise	V
Medium Work-21 to 50 lbs	O	Vibration	V
Heavy Work-51 to 100 lbs	V	Mechanical Equipment	
Very Heavy-over 100 lbs	V	Electrical Equipment	
Climbing	O	Pressurized Equipment	
Balancing	V	Burning Material/Equipment	
Stooping	O	Radiant Energy	
Kneeling	O	Moving Objects	V
Crouching	O	High Places	V
Crawling	O	Fumes/Odors	V
Reaching	O	Dirt/Dust	O
Twisting-Sitting	F	Gases	V
Twisting-Standing	F	Poor Ventilation	V
Handling	C	Other (Specify)	
Fingering	C	Other (Specify)	
Feeling	C		
Talking	C		
Hearing	C		
Seeing—Near Vision	C		
Seeing—Far Vision	C		
Seeing—Depth Perception	C		
Seeing—Color Vision	C		
Seeing—Field of Vision	C		
Smelling	O		
Walking	F		
Reading	C		
Driving	O		
Other (specify)			
		Codes	
		Blank – Not Present	
		V = Very Infrequent 1 to 2 times a week	
		O = Occasional – Up to 1/3 of time a week	
		F = Frequent – 1/3 to 2/3 of time	
		C = Constant – More than 2/3 of time	

PHYSICAL AND ENVIRONMENTAL JOB FACTORS

DATE: August 22, 2014