

JOB DESCRIPTION – ADMINISTRATIVE ASSISTANT

Nature of Duties:

The administrative assistant performs skilled administrative work in the processing, maintenance and disposition of documents pertinent to the Records Section of the Department. Direct Supervision is received from Assistant Chief and Chief of Police.

Typical Duties:

1. File all paperwork dealing with each case taken by the Department. This paperwork may deal with the court disposition, seized property, impounded vehicles, and letters from attorneys, etc.
2. Maintain criminal and civil records pertaining to police officers' daily activities for the department.
3. Responsible for case management of each case filed, to include modifying, updating, inventorying cases in the computer system.
4. Provide necessary paperwork and/or photographs to requesting Prosecutor's or Coroner's office.
5. Enter warrant information into the in-house computer system.
6. Provide information regarding impounded vehicles and property to owners.
7. Supply officers with necessary case files for court.
8. Ensure juvenile files are separated and secure from adult files.
9. Mail DUI paperwork to the State of Indiana when appropriate.
10. Fax daily activity logs to other Hendricks County police agencies and to the news media.
11. Answer and direct incoming phone calls on the administrative phone lines.
12. Greet visitors, maintain good public relations with citizens, and provide general information to the public regarding department policies and procedures, and assist the public with acquiring police records and accident reports.

13. Assist residents who are applying for handgun permits, to include fingerprinting, permit receipt, limited background check, electronic transmittal of application, and mailing hard copy of application with applicable fees to the State of Indiana.
14. Provide resource information, such as address locations, and any other public requests for assistance, including Notary Public services.
15. Accountable for the monies received, on a daily basis, to include reports and preparation of daily deposits.
16. Serve as receptionist for the Danville Police Department.
17. Submit the UCR report each month to the FBI.
18. Submit to the Auditor's Office each month a request for law enforcement fees paid by violators through the court system.
19. Re-stock office supplies, i.e., paper, toner, etc., when needed.
20. Conduct limited criminal background checks for the military and businesses.
21. Lock main entrance doors at closing time, securing Records Storage area, and fingerprinting equipment.
22. Personal Conduct - Display conduct on and off duty that holds a positive and professional image within the department and the community. Abide by the Police Officer Code of Ethics and Canon of Ethics.
23. Adhere to the rules and regulations of the Danville Police Department.
24. Other Duties - The Records Clerk is to serve at the will of the Chief of Police to oversee and assure completion of any and all projects and assignments designated by the Chief of Police.

Knowledge, Skills and Abilities:

Knowledge of records management principles, methods, procedures and techniques. Knowledge in the use of computers. Ability to establish standards, procedures and techniques for the effective management of police records. Ability to supervise and provide training for others. Ability to establish and maintain effective working relationships with the general public. Knowledge of Business English, grammar and spelling. Ability to type.

Eligibility Requirements:

High School diploma or equivalent. Three years of progressively responsible experience in the management of public records preferred

Cause for Removal:

The Administrative Assistant serves at the will of the Danville Metropolitan Police Department Police Chief.

Job Description – Civilian Crime Scene Investigator

Nature of Duties:

The Crime Scene Investigator performs skilled administrative work in the processing, of forensic evidence resulting from criminal acts. Provides forensic support to Detectives and Officers at the crime scene.

Typical Duties:

Responds to the scene of any investigations, as well as fatal or serious injury accidents, when required to do so by the Detectives, or appointee.

Reconstructs, identifies, collects, and preserves any physical evidence from crime scenes, including those scenes that may include strong odors, blood, mangled/dismembered bodies, decayed bodies, putrefaction of bodies and airborne/blood-borne pathogens. Attends autopsies and collects, documents, preserves, and properly stores any physical evidence. Ensures safe work practices and a safe work environment.

Transports the collected evidence to the police station where it will be secured in the property room. Handles and transports evidence to the laboratory for examination, or under any other circumstance that evidence will require transport and chain of custody maintained. Maintains the security, confidentiality and continuity of physical evidence from crime scenes and property room for use in trials. Presents evidence and offers supportive testimony to prosecutors, grand juries, and trial courts when required to do so by subpoena.

Prepares detailed written report/reports, including chain of custody, as to the involvement in the case. Receives, records, and maintains physical custody of evidence in the evidence room. Maintains all records through the property management system that the department is utilizing. Maintains Property Room in a constant state of order and operational readiness by performing appropriate storage, return, release, transfer, or destruction of property in accordance to state law, federal law or department policy and conducting or facilitating required audits and inspections.

Understands and has knowledge of criminal laws pertaining to warrants for crime scenes, rules, regulations, policies and procedures and state or federal law as it relates to property evidence. Can demonstrate application.

May be called upon to assist outside agencies with the approval of the Detectives, Assistant Chief, or Chief of Police.

Offers recommendation for the upgrading of equipment and offer suggestions as necessary for policy and procedure realignment. Plans for acquisitions of supplies to support the departments'