

PENOBSCOT COUNTY SHERIFF'S OFFICE
JOB DESCRIPTION

TITLE: Lab Sergeant

DATE: January 9, 2013

APPROVED BY:

REPLACES:

DATED:

I. IDENTIFICATION

Job Title: Lab Sergeant

Location: 85 Hammond Street, Bangor, Maine 04401

Reports To: Lieutenant of Support Services

Supervises: N/A

II. JOB SUMMARY

This is a supervisory position that requires coordination with the various divisions of the Penobscot County Sheriff's Office. The position's primary role involves coordinating and establishing of the identification and photography records for the agency and other departments. Work includes identification and photography processing/coordination for the Penobscot County Sheriff's office and for other criminal justice agencies. It also involves background record investigations, media photo releases, fingerprinting, oversight of the lab area, management of summated evidence and evidence room, and computer data entry of digital investigative photographs. This position requires prioritizing and effective records management. The employee must possess excellent interpersonal skills. Work is performed under general supervision.

III. CORE ELEMENTS OF THE JOB

A. Essential Job Functions**

1. Manages inmate records in the Penobscot County Regional Computer System (PCLES).
2. Receives and files all digital photo images into the server under appropriate file number.
3. Files photographs in inmate's files.
4. Researches all archives of filled records.
 5. Completes all armed services record checks (make out and mail/or fax).

6. Completes record checks for governmental, law enforcement, and private agencies.
7. Does line- ups for Penobscot County Sheriff's Office and other agencies.
8. Receives digital photographs from corrections and investigators and creates a folder in the server and downloads to the file and recycles reformatted disk to divisions.
9. Conducts Brady Bill record checks and background checks for other governmental agencies such as military, SBI, FBI, State Police agencies, Probate Court, Department of Corrections, Federal and state firearm checks and others.
10. Accepts- completes data entry on each piece of evidence and files submitted investigative evidence while maintaining continuity for court presentations. Also, clears cases to owners, and purge other cases.
11. Assists SBI in sex offender registrations and performs necessary fingerprints and photography of sex offenders.
12. Prints photos from database of investigative pictures for officers, courts, and insurance agencies.
13. Maintains responsibility for orderliness, and cleanliness of the laboratory and evidence room.
14. Maintains inventory and order supplies for lab.
15. Conducts fingerprinting for governmental, law enforcement, and private agencies, i.e., ATF, adoptions, and employment.
16. Prints photos for media when requested.
17. Researches old file records for Brady Bill, Deputy Sheriff, Commission hiring's, and other requests.
18. Pulls file information, copies, packages, then send to many other law enforcement agencies doing investigations.

B. Other Related Duties / Responsibilities

1. In addition to the above essential functions, other required job duties and functions may be performed by the Lab Sergeant. These duties will include, but are not limited to, the following:
 - a. Works courts when needed.
 - b. Drops off and picks up color photos when needed.
 - c. Works other details and corrections when needed.
 - d. Take photographs for detectives on some Domestic Abuse cases.
 - e. Take photos for law enforcement photo ID's.
 - f. Complete county complex- Does data entry and makes all ID cards.
 - g. Does special major case fingerprints when requested.
 - h. Other duties as determined by the supervisor.

IV. SPECIFICATIONS / QUALIFICATIONS

A. Education / Training (Minimum Required and Preferred)

1. High School graduate or equivalent (required).
2. Two year degree in Law Enforcement or related field (preferred).

3. Able to be successfully trained and be certified as a corrections officer by the Maine Criminal Justice Academy (required).
4. Basic knowledge of Microsoft Word, Windows Explorer, Photo Suite, and other software related to filing and enhancement of photographic records (preferred).

B. Job Related Experience (Minimum Required and Preferred)

1. Part time or full time law enforcement experience with Penobscot County (preferred).
2. Film developing experience (preferred).
3. Fingerprinting experience (required).
4. AFIS computer experience (preferred).
5. PCLES knowledge (required).

C. Special Skills

1. Must have personal computer knowledge and skills.
2. Must be able to perform and prioritize multiple tasks efficiently, while under stress.
3. Able to apply common sense and good judgment in volatile situations.
4. Knowledge of forensics.
5. Photography knowledge.

D. Special Job Requirements

1. Minimum of 21 years of age.
2. Successful completion departmental testing and oral boards.
3. Successfully pass full criminal and motor vehicle background check.
4. No criminal history or significant motor vehicle record.
5. Successful completion if polygraph examination.
6. Successfully pass a full background investigation.
7. Must initially be medically cleared and "fit tested" to wear a respirator (M95 type) and then evaluated annually thereafter.

E. Cognitive Requirements

1. Must be able to read, write, and comprehend the English language.
2. Able to understand, follow, and provide written and/or oral instructions.
3. Knowledge of local, State, and Federal laws, rules, and regulations applicable and enforced by Penobscot County Sheriff's Office.
4. Knowledge of general police methods
5. Knowledge of Penobscot County Sheriff's office Policies and Standard Operating Procedures.
6. Knowledge of law regarding inmates' rights.

F. Physical Requirements

1. Successfully complete physical assessment based on the Department Functional Job Description- Lab Sergeant/ Evidence Technician.

G. Work Environment

1. Half of the time is spent within the law enforcement lab; some duties require work outside the lab in the evidence room.

V. Preparation/ Authorization

Prepared by: Intern

Reviewed by:

Original Date: 06-15-95

Revised Date: 03-08-10, 01-09-13

Approved by:

VI. NON-ESSENTIAL FUNCTIONS (PREFERRED)

**External and internal candidates as well as job/position incumbents who become disabled must be able to perform the essential functions either unaided or with reasonable accommodation which will be determined by management on a case-by-case basis.