

CLASS SPECIFICATION
Police Identification Technologies Coordinator

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under direction, researches, analyzes and assesses trends and developments pertaining to law enforcement applications in the fingerprinting and photography technologies; prepares recommendations regarding the use of new and upgraded technologies by the Portland Police Bureau; serves as liaison with other jurisdictions to coordinate police identification activities; develops and coordinates an area-wide identification system; manages projects, grants and vendors; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is an advanced technical class requiring considerable expertise in project management; grant administration; the application of new and upgraded technologies to the fields of fingerprint and photographic identification; and the development and coordination of an area-wide identification system. The work of this class requires advanced technical knowledge of police identification technology, methods and techniques, in addition to the laws, statutes, regulations and court decisions pertaining to electronic fingerprint capture and imaging systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Researches and assesses trends and developments in fingerprint and photographic identification technologies; evaluates new technology and coordinates the testing of the product.
2. Coordinates and manages multiple grant funded projects involving the design, acquisition, installation, maintenance and expansion of fingerprint and photographic imaging systems; works with vendors on business flow and programming issues to insure that the data going in is used and formatted in the proper manor.
3. Coordinates the development of specifications for the acquisition of new and upgraded identification technology; prepares requests for proposals; evaluates and rates proposals; negotiates scope of work and contract terms; evaluates project schedules; administers consultant and vendor contracts; reviews and monitors contract work to ensure contract compliance and conformance with City goals.
4. Develops programs for the training of bureau personnel in the use and application of new and upgraded technology and systems; writes Training Bulletins, and reviews/updates related General Orders; trains and advises sworn and non-sworn investigative personnel on proper fingerprint identification methods and techniques.

5. Meets and confers with other bureau personnel, representatives of other law enforcement agencies identify needs; review and resolve issues and problems pertaining to the retrieval, storage and dissemination of fingerprint and imaging information; and develop and coordinate systems to expand the capability of identifying criminal suspects across the broader metro area.
6. Works closely with representatives of the Multnomah County Sheriff's Department to coordinate inmate imaging and identification procedures.
7. Investigates, troubleshoots and resolves hardware and software failures and problems with the electronic imaging system; oversees electronic system installations and repairs, line work and remodeling and office layout projects; maintains Bureau-wide imaging system passwords.
8. Develops intergovernmental agreements pertaining to the fingerprinting of juveniles and adults; compiles annual statistics and determines shared costs.
9. Assists in securing funding by preparing and submitting grant applications and other revenue sources such as intergovernmental agreements.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Modern developments and research in the field of electronic capture and transmission of fingerprint and photographic images.
2. Methods, practices, equipment and techniques of fingerprint capture, classification and interpretation.
3. Laws, codes, regulations, court decisions and bureau regulations pertaining to the electronic capture and transmission of fingerprint images.
4. Criminal law, with reference to the rules of evidence, arrest and seizure, and the requirements pertaining to fingerprints and photographs in the prosecution of criminal cases.
5. Project and grant management methods, tools and techniques.
6. Research methods and techniques.
7. Principles and practices of sound business communications.
8. Standard PC software packages; general functions, capabilities, characteristics and limitations of standard computer platforms and devices as they apply to police identification systems.

Ability to:

1. Coordinate program activities with multiple stakeholders and facilitate development of agreements.
2. Perform project and grant management responsibilities; work collaboratively with bureau staff and representatives of other jurisdictions.

3. Balance responsibilities for multiple projects to ensure timely results in accordance with bureau quality standards.
4. Troubleshoot, diagnose and resolve complex systems and program related problems; evaluate alternatives and make sound independent decisions within established guidelines.
5. Collect, analyze and draw conclusions from data and make effective recommendations based on research.
6. Exercise independent judgment and initiative with minimal supervision.
7. Provide lead work direction; plan and conduct effective training for others in the use of electronic imaging systems and technology.
8. Prepare clear and comprehensive reports, procedures and other written materials.
9. Communicate effectively, orally and in writing.
10. Translate between stakeholders and information systems professionals to ensure all parties understand, in their terms, systems needs, requirements and technology parameters and constraints.
11. Keep technical skills current to meet continuing bureau and systems development assignments.
12. Read, interpret and apply laws, regulations, technical manuals and other materials.
13. Establish and maintain effective relationships with those encountered in the course of the work.

Skill in:

1. Obtaining and classifying fingerprints.

Licenses; Certificates; Special Requirements:

Successful completion of FBI Basic Fingerprinting; and Automated Fingerprint Information System (AFIS) certifications.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, or G.E.D. equivalent, supplemented by considerable training in fingerprinting technology; and five years of progressively responsible experience in managing police identification systems; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02 Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):
0966 PROGRAM COORDINATOR. Adopted: 07-01-92

Revised: 05-10-06 Updated class spec to reflect higher level of complexity and responsibility for coordination both with the Police Bureau and across jurisdictions in the metro area.)

June 2009 - Change Job Class number from 7908 to 30000772, due to system change.