

Jackie R Owens

From: Della M Bradford
Sent: Thursday, August 15, 2024 3:10 PM
To: Jackie R Owens
Subject: FW: eligibility lists

See below

From: James L Baker
Sent: Wednesday, August 14, 2024 4:07 PM
To: Della M Bradford <della.bradford@cityhall.lima.oh.us>
Subject: eligibility lists

Hi Della, I have a couple of requests for eligibility lists from the civil service board and I'm not sure of the correct wording needed so just let me know anything I need to change.

The first one:

With the recent promotion of Detective Stechschulte to sergeant we currently have a vacancy for the detective position and the mayor has authorized a new detective eligibility list.

The second:

The mayor has also authorized us to request increasing the number of Identification Officers from the current two to three which would necessitate a new eligibility list. The reason being the increased demands of property and crime scene processing. There are also new requirements in the data entry of evidence and multiple data bases that must be searched/updated. In addition to the increased time demands both of our current Identification Officers are near retirement with one retiring in 2025. The education and certification process to have a fully trained identification officer is a long process.

Thank you

Chief Jim Baker
Lima Police Department
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CLASSIFICATION SPECIFICATION
CITY OF LIMA
An Equal Opportunity Employer
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CLASS TITLE: Police Identification Officer

CODE:

JOB RESPONSIBILITIES: In addition to the following, performs other related duties as required.

Under general supervision, performs identification functions; performs investigations; enforces laws; performs training and instructional activities; prepares and maintains related records; maintains personal and professional competence and awareness; maintains equipment and supplies.

QUALIFICATIONS: The training, education and work experience which indicates possession of the knowledge, skills and abilities listed below. The minimum acceptable qualifications for this position are:

Completion of secondary education and five (5) years experience as a Police Officer with the Lima Police Department. Must pass the Civil Service Promotional Examination for the position. Must possess an Ohio Peace Officer Certification and a valid Ohio driver's license.

ILLUSTRATIVE DUTIES OF THE CLASSIFICATION: The following duties are intended to depict tasks performed by this classification.

1. Performs identification functions; rolls prisoners' fingerprints and takes fingerprints of cadavers; classifies fingerprints and searches master file to determine existence of police records or for personal purposes; photographs prisoners; records prisoner's name, height, weight and similar vital information; processes applications for City licenses or employment by fingerprinting applicants and checking municipal records as well as circulating prints through external investigatory agencies.
2. Performs investigations; searches crime scenes for clues and evidence; maintains security of evidence; takes photographs; lifts fingerprints; utilizes a variety of investigative equipment, (e.g., camera, video camera, fingerprint lifting equipment, etc.); makes plaster casts of tire and foot impressions; makes plastic casts of tool marks and other small impressions; makes paraffin tests for the existence of gunpowder; is responsible for the safety, retention, storage, cataloging, chain of custody information and disposal or release of all physical evidence and lost and found items brought into the police department.
3. Enforces laws; testifies in court; operates and utilizes law enforcement equipment and weapons; performs field enforcement work ordinarily performed by non-specialized officers.
4. Performs training and instructional activities; conducts training programs for identification procedures at police training classes; demonstrates proper equipment and identification techniques.
5. Prepares and maintains related records; prepares periodic reports of prisoners received, repeat prisoners, applicants, photographs taken, negatives developed, files opened or closed and related activities; maintains picture and fingerprint filing system; sends copies of fingerprints to external agencies for a record check and to add to their records; maintains records of evidence brought to the ID Bureau for processing, guns and ammunition turned over to the ID Bureau for ballistics research, and all criminals and applicants processed by the ID Bureau.

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6. Maintains personal and professional competence and awareness; maintains required certifications; attends professional education and training sessions, seminars and workshops; maintains required licenses.
7. Maintains equipment and supplies; maintains inventory of equipment and supplies; researches and tries new products for use in the ID Bureau; maintains all equipment assigned to the ID Bureau (e.g., cameras, projectors, video recorder and monitor, darkroom equipment, laboratory equipment, etc.).

KNOWLEDGE, SKILLS AND ABILITIES: necessary to perform duties (* indicates developed after employment).

Knowledge of: courtroom procedures; law enforcement equipment and weapons; investigation techniques; security practices and procedures; techniques of collection and preservation of evidence; education techniques; employee training and development; inventory control; certification/licensure requirements; records preparation and management; video equipment and systems.

Skill in: operation and care of firearms; fingerprinting; crime scene photography; motor vehicle operation.

Ability to: communicate effectively; carry out instructions in written, oral or picture form; demonstrate manual dexterity; prepare and deliver speeches and presentations; arrange items in numerical or alphabetical order; understand technical manuals and verbal instructions; comprehend and/or discuss highly abstract materials; maintain records according to established procedures; read, copy and record figures accurately; compile and prepare reports; gather, collate and classify information about data, people or things; develop and maintain effective working relationships.

EQUIPMENT OPERATED:

Computer, cameras (video and still), microscope, telephone, film and photo processor, photo enlarger, firearms, overhead projector, automobile.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license, Ohio Peace Officer Certification, Fingerprint Certification.

Council Ordinance #: _____