POLICE COMMUNICATIONS RECORDS CUSTODIAN

Occupational Code:  5414  
Salary Range:  22A  
Status:  Classified  
FLSA:  Non-exempt  
Established:  12/98  
Revised:  4/06

NATURE OF WORK:

This is specialized work in maintaining control of a centralized data library within the Communications Section in order to support a large processing operation.

Work involves responsibility for the accuracy and maintenance of all the Communications Tapes in the Communications section of the Department of Police. Other duties include researching all Communications Tape requests, duplicating cassette tapes from Communications Master log of 9-1-1 and Police Dispatch calls pursuant to Florida Statute 119, and appearing in court and giving sworn depositions as an expert witness as to the validity, accuracy and authenticity of Communications tapes.

An employee in this position must be mature and self-motivated. General supervision is provided by a Sergeant from the Department of Police or higher administrators.

ESSENTIAL FUNCTIONS: (The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment for the position. Examples of work performed are not to be used for allocation purposes.)

Researches, 9-1-1, computer and microfiche information to locate a recording.

Makes a cassette copy of all appropriate tape requests.

Provides sworn depositions and makes court appearances based on expert knowledge and understanding of 9-1-1 policies and procedures.

Reviews tape requests and prints out case numbers and revises for accuracy. Checks to see if requests have already been completed.

Coordinates all civilian tape requests with the involves unit. Sends copy of the tape and paperwork to the City Attorney’s Office if there are indications that a lawsuit may be filed against the City.

Checks for subpoena and deposition notifications.

Logs onto Dictaphone Prolog System. Checks for any emergency and/or warning messages.

Maintains an inventory of supplies such as computer paper, printer ribbons, FAX paper, etc. and orders replacements as needed. Erases Pro-Log Master Tapes that have exceeded the 90-day retention time frame.
POLICE COMMUNICATIONS RECORDS CUSTODIAN (Cont.)

Assists call takers, dispatchers and Bridge Personnel with equipment malfunctions and repairs.

Collects fees from civilian tape requests and makes deposits of same.

Performs other related work as required.

**DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:** (The knowledge, abilities and skills identified in this class specification represent those needed to perform the duties of the class. Additional knowledge, abilities and skills may be applicable for individual positions in the employing departments.)

Considerable knowledge of Police Department codes and jargon.

Knowledge of Police Departmental Orders in general and specifically as they pertain to Police Communications.

Knowledge of Police Department Communications Section’s Standard Operating Procedures.

Knowledge of the duties of Police Communications Operators and a Police Communications Assistants.

Knowledge of Police Department Communications Bridge functions.

Knowledge of the Police Department’s Computer Aided Dispatch (C. A. D.) system.

Knowledge of Windows-based computer functions.

Ability to testify in a professional manner representing the City of Miami and the Police Department under oath at a deposition or Criminal and/or Civil Court hearing as to the procedures, policies and guidelines used in the retention, retrieval and storage of Police Communications tapes.

Ability to maintain precise records, which may come under scrutiny in a Criminal or Civil Court hearing.

Ability to communicate effectively, orally and in writing.

Ability to maintain an inventory of all equipment necessary to perform the function of the position.

Ability to learn the operation and troubleshooting of the Pro-Log Recording System.

**DESIRABLE BASIC TRAINING AND EXPERIENCE:**

Graduation from high school or vocational school and some (6 months - 2 years) experience in operating a keyboard device and/or receiving and processing telephone calls in an emergency communications unit. A Valid Driver's License from any state (Equivalent to a State of Florida Class E) may be utilized upon application, however prior to appointment a State of Florida Driver's License (Class E or higher) must be presented to the Department of Employee Relations.

OR
Equivalent combination of training and experience.

**TOOLS AND EQUIPMENT:**

Pro-Log Recording System, PC computer with keyboard, and Computer Aided Dispatch (C.A.D.) System Computer, and telephone.

**PHYSICAL DEMANDS:** (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed in an office environment. Hand-eye coordination is necessary to operate a computer and other equipment, as needed.

While performing the duties of this job, the employee is constantly sitting and frequently required to stand; walk; talk; and use hand to finger, handle feel, or operate objects. On occasions, there is a need to reach and perform overhead moderate lifting (15-50 pounds).

**WORK ENVIRONMENT:** (The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed in a temperature controlled office setting, mostly from a seated position. Incumbent frequently works with hazardous machinery and electrical hazards. The noise level in the work environment is both low and loud.