

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

In City Council

ORDINANCE

An Ordinance creating one (1) new position of Digital Evidence Specialist and establishing the salary in the Police Department.

The City Council, by virtue of the Massachusetts General Laws, Chapter 43, §105, has the authority to create and/or delete positions.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF LOWELL, as follows:

The Code of Ordinances City of Lowell, Massachusetts, hereinafter called the "Code" adopted by the City Council on December 23, 2008, as amended, is hereby further amended as follows:

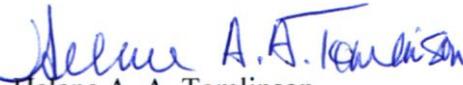
1. The following position and salary is created in the Police Department:

One (1) Digital Evidence Specialist
Ordinance, Non-Union
\$56,714 (min) to \$66,512 (max) annual
35 hours per week

2. All provisions of the Code of the City of Lowell, as amended, which are not inconsistent with this Ordinance shall continue in effect, but all provisions of said Code inconsistent herewith are repealed.

3. This Ordinance shall take effect upon its passage in accordance with the provisions of Chapter 43 and 40A of the General Laws of the Commonwealth of Massachusetts.

APPROVED AS TO FORM:


Helene A. A. Tomlinson
City Solicitor

City of Lowell
Job Description
Please Post:
Deadline:
Digital Evidence Specialist
Lowell Police Department

Job Title: Digital Evidence Specialist (DH06)
Department: Police Department
Reports To: Sergeant-in-Charge of Body Worn Camera Unit
Salary: \$56,714 (min) to \$66,512 (max) annual; 35 hours per week
Union: Ordinance; Non-union
FLSA Status: Exempt

SUMMARY: This individual will be responsible for organizing footage, responding to public records requests, and assisting with all implementation activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Maintains inventory of all Body Worn Camera equipment and who it is assigned to;
- Oversee maintenance of body-worn camera equipment, assists with inventory and asset logistics and assists with logistics of body-worn camera training;
- Assists with quality assurance of body worn camera audit functions;
- Prepares, scans and purges documents and files in compliance with policies, procedures, regulations and public records law; ensures compliance with all applicable policies, procedures, general orders, rules, regulations, and standards; ensures maintenance, availability, confidentiality, and release of records to authorized individuals per established guidelines; initiates any actions necessary to correct deviations;
- Reviews recordings to ensure that sensitive footage of victims and innocent bystanders is appropriately modified to protect their privacy and safety. Processes evidence requests for the District Attorney's Office in criminal cases and all public record requests;
- Assists prosecutors in ensuring that all discovery requests are honored;
- Prepares reports and correspondence when required;
- Performs general clerical tasks, which may include answering telephone calls, entering data into a computer, making copies, sending/receiving emails, filing documentation, or prepares outgoing mail/packages, or receiving incoming mail;
- Schedules and conducts a periodic evaluation of the condition of the systems;
- Compiles and report on metrics/statistics;
- Monitors the storage of media and maintains logs according to classification and retention criteria; and
- Performs other duties as assigned and related work as required;

QUALIFICATIONS:

Knowledge of operation of data processing and office equipment including desktop and laptop computer, printer, facsimile, copy machine, calculator, as well as equipment and current computer programs to access and utilize body worn camera video; video redaction techniques; ability to process public and intra agency video record requests preferred.

Knowledge of team dynamics, team building and diversity; business office practices and the computer systems utilized by the department; the layout of the city, and its geography preferred.

Ability to plan work, organize tasks; establish and maintain effective working relationships with other employees, officials, and the general public; prepare and present clear and concise reports both orally and in writing; maintain records using a variety of source materials; understand and follow complex oral and written instructions; adapt to developed software for future technology as required by the job. Ability to maintain the highest degree of confidentiality involving sensitive matters.

Skill in problem solving; oral and written communications.

EDUCATION and/or EXPERIENCE:

An associate's degree in criminology, criminal justice, public administration, business administration, computer science or a related field preferred.

Experience working in Law Enforcement, with Body Worn Cameras and/or in Public Records preferred, but not required.

Working knowledge and experience in collaborative business and cloud based software applications and Microsoft OS environment preferred.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ration, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

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. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an 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. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen, and CORI post offer.

Barry Golner
Interim Superintendent

Mark LeBlanc
Deputy Superintendent

Gregory C. Hudon
Interim Deputy Superintendent

MEMORANDUM

TO: Thomas A. Golden, Jr., City Manager

FROM: Barry Golner, Interim Superintendent of Police *B.G.*

DATE: January 3, 2023

SUBJECT: **New Ordinance Position, Digital Evidence Specialist (Body Worn Cameras)**

The Lowell Police Department respectfully requests to add the creation of the Digital Evidence Specialist to the City Council Agenda for January 10, 2023 meeting. This position is mostly funded through the Bureau of Justice Assistance Body Worn Camera grant, with a small portion being matched by city funding (28% of salary, plus fringe benefits in year one). Please note the matching funds for the salary are not needed in FY 2023 and will be included in the FY 2024 budget. The Digital Evidence Specialist will be assigned to the Body Worn Camera Unit and will be responsible for organizing footage, responding to public records requests, and assisting with all implementation activities.

Barry Golner
Interim Superintendent

Mark LeBlanc
Deputy Superintendent

Gregory C. Hudon
Interim Deputy Superintendent

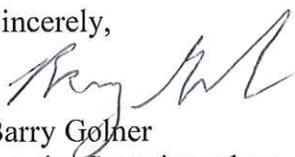
January 3, 2023

City Council
City of Lowell
375 Merrimack Street
Lowell, MA 01852

Dear City Councilors,

The Lowell Police Department (LPD) respectfully requests the City Council's approval create a Digital Evidence Specialist Ordinance position. The Digital Evidence Specialist Ordinance position will be a paid, benefitted, civilian position within the Lowell Police Department. This position will be partially funded through the Bureau of Justice Assistance Body Worn Camera Policy and Implementation Program grant. The Digital Evidence Specialist will be assigned to the newly created Body Worn Camera Unit and is a critical component of the implementation of Body Worn Cameras in the Lowell Police Department.

Sincerely,



Barry Golner
Interim Superintendent