

Police Photographic Reproduction Specialist

FLSA Status: Covered
Bargaining Unit: District Council of Trade Unions (DCTU)

General Summary

Positions in this broad class provide vital photographic, digital imaging and audio enhancement services and training to the Portland Police Bureau and other local, state and national law enforcement agencies and independent attorneys.

Distinguishing Characteristics

This journey-level class typically maintains security of source materials, and maintains equipment and chemistry to provide supporting evidence to ensure successful prosecution of criminal cases.

Typical Duties/Examples of Work

1. Processes photographic film and photographic prints to be used as evidence.
2. Develops and applies techniques for digital image enhancement to be used as evidence.
3. Maintains equipment and chemistry for a variety of reproduction processes.
4. Develops techniques and provides services for the capture and enhancement of images from various videotape formats and other media used in security, property loss prevention, and other law enforcement areas.
5. Develops equipment and techniques for the enhancement of audio recordings from a wide variety of sources.
6. Assists in training and education of law enforcement personnel in the use of traditional and digital photographic techniques, and audio recording under extreme situations and conditions.
7. Develops and maintains accurate workflow and tracking records for chain of evidence requirements.
8. Researches and recommends source and place orders for material inventories required producing reproductive evidence.

9. Maintains proficiency in state of the art techniques for photographic and digital imaging, audio theory and enhancement, field techniques for gathering source materials, and related innovations.

10. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of: theory and practice of a variety of reproduction media

Ability to: maintain accurate records and inventory control; maintain and manage computer databases; train others in photography skills; maintain reproduction equipment and chemistry; locate and access reference sources; establish and maintain effective interpersonal relationships with a diversity of others

Skill in: photographic techniques, materials, processing and lab operations; digital imaging; audio recording using a variety of media; oral communication

Special Requirements

None

Classification History:

Adopted: 02-03-99: Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:
5174 Police Photo Reproduction Spec.

Adopted: 10-20-81

Revised: 05-09-94 Amended Class Summary, Examples of Work and KSA's.

Revised: 07-25-06 Cleaned up formatting and language.

June 2009 - Change Job Class number from 5174 to 30000306, due to system change.

Working Conditions

Work in this class is typically performed in lab environment. Incumbent is typically required to mix chemicals and work with photo processing equipment; to exercise extremely precise image detail work; to work under strict deadlines.