# Digital Evidence Manager -Sheriff’s Office of St. Mary’s County

**Grade: 7**

**FLSA: Non-Exempt**

**Date: 10/23**

**Job Summary:** This position performs a variety of administrative duties to support the Office of the Sheriff. Work requires a comprehensive knowledge of Agency rules, policies, procedures and ordinances. Assignments are carried out in accordance with general work instructions and established office practices and procedures. The employee receives general supervision from the Property Unit Supervisor, analyzes video for State’s Attorney, Court, and allied agency requests. Manages the Body Worn Camera (BWC) and Motor Vehicle Recorders (MVR) equipment in the agency and conducts required training. Performs other duties as assigned.

**Essential Functions:**

1. Views Body Worn Camera (BWC) and Mobile Video Recorder (MVR) video as they relate to required use.
2. Prepares BWC and MVR video and audio recordings for court personnel, States Attorney’s Office, and allied agencies.
3. Performs BWC/MVR inspections.
4. Maintains accountability and security of all records, property/evidence and record logs kept.
5. Conducts periodic inventory of all equipment and/or digital evidence under his/her control.
6. Identifies potential policy violations during review of BWC and MVR data.
7. Assists in the preparation of the annual budget related to BWC/MVR equipment/infrastructure.
8. Maintain record of instructor certification; submit renewal applications to MPCTC.
9. Review and update policies and operating procedures based on law changed and/or need.
10. Adherence to strict confidentiality standards.
11. May conduct research specific to agency needs, design and format presentations.
12. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government and Sheriff’s Office policies and procedures;
2. Ability to act as a representative of Sheriff’s Office to the public;
3. Expert knowledge of agency practices and procedures;
4. Adherence to strict confidentiality;
5. Ability to read and comprehend relevant documents associated with agency operations;
6. Ability to effectively communicate with other staff members; ability to coordinate, advise, and maintain effective working relationships with other professionals;
7. Ability to maintain strict confidentiality in all matters pertaining to the agency;
8. Ability to prioritize and multitask;
9. Ability to complete assigned tasks accurately and in a timely fashion;
10. Ability to use available resources to research information;
11. Ability to prepare and maintain accurate records and comply with record retention requirements;
12. Ability to operate relevant computer operating systems, including hardware and software, and simple office machines.
13. Ability to work with sensitive information and maintain appropriate confidentiality;
14. Ability to pass a comprehensive background investigation.

**Education and Experience:**

1. Three years or more of related job experience;
2. Or equivalent technical training, education, and/or experience.
3. Prior police experience is desired but not required

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date