



BUXTON POLICE DEPARTMENT



COURT OFFICER / RECORDS

JOB DESCRIPTION:

The Court Officer / Crime Analyst shall be responsible for efficient and professional performance of required duties. Those duties include but are not limited to the following being the department Court Officer and Crime Analyst.

SUPERVISION RECEIVED:

This employee reports directly to the Chief of Police.

COURT OFFICER ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Illustrative Only)*

1. Provides all necessary "discovery" for adult and juvenile cases that are processed in both the Superior & District Courts to defense counsel and documents its transmittal.
2. Reviews arrest reports looking for accuracy, completeness and verify that elements of the crime are included; necessary written statements are complete and included, along with all other case related material.
3. Processes and submits Violation Summons and Complaints (VSAC) to the State of Maine Violations Bureau. Negotiate Violation Bureau cases with defendants/contact associated officer to appear in court when necessary.
4. Corresponds and works with the offices of the District Attorney and Attorney General in matters that relate to the Department's court cases and forwards to these agencies written reports and other documents, as necessary.
5. Conducts research and investigation of pending court cases and compiles a subpoena list for all court cases.
6. Places officers on standby for both courts and maintain the "Stand-by List", reporting violations to the employee's supervisor.
7. Coordinates restitution for all adult and juvenile cases.
8. Documents and updates all court dispositions, as necessary.
9. Processes daily reports that are required by the District Attorney's Office.
10. Maintains trial lists and the posting of same where required. Represent the Department by appearing for each of these events.



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COURT OFFICER ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Illustrative Only)*

11. Trains newly hired law enforcements officers and provides remedial training in the practices and procedures relating to the court processes and procedures.
12. Signs all complaints once filed with the clerk's office.
13. Ensures officers appear in Superior Court for Grand Jury.
14. Assist in the network administration for the computer system, such as making back-ups and using the system in IMC to maintain records required by the FBI.
15. Assists with administration of the WatchGuard Video System and downloads videos for inclusion in cases.
16. Act as a liaison between the Department and external agencies.
17. Serves as the department Public Information Officer (PIO) at the discretion of the Chief.

CRIME ANALYST ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Illustrative Only)*

1. Prepare, analyze, and disseminate analytical data and other information relevant to crime series, trends, patterns, and suspect information to foster proactive and reactive law enforcement capabilities.
2. Seek information from multiple sources, transfer it into a computerized form; manipulate and analyze the data to identify trends and patterns necessary for preventing criminal activities.
3. Provide analysis of criminal intelligence information in intelligence reports and bulletins.
4. Provide statistical based information to assist in planning the deployment of resources for preventing and suppressing criminal activities, aiding in investigations, and increasing apprehensions and the clearance of cases.
5. Perform a variety of complex professional analyses, including geographical mapping analyses relevant to crime, trends, patterns, and perpetrators.
6. Utilize daily case reviews to identify crime patterns and advise appropriate personnel of crime patterns and anticipated criminal activities.
7. Provide crime analysis information relating to specific investigations.



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8. Prepare and distribute reports, charts, publications, and related material to track, display, and explain findings and report on crime analysis activities.
9. Maintains the department Facebook and Twitter pages.
10. Other duties that the Chief of Police may assign.

REQUIREMENTS OF WORK:

1. Be at least 21 years of age at time of employment.
2. Possess a valid Maine operator's license.
3. Have at least two (2) years of post-secondary education or equivalent combination of training and experience
4. Extensive knowledge of the Maine District & Superior Court systems.
5. Considerable knowledge of pertinent Federal & State laws and Town ordinances.
6. Ability to develop effective relationships with the Judiciary, Court Officials and Prosecutors.
7. Ability to keep detailed and organized records.
8. Ability to type proficiently.
9. Ability to proficiently utilize departmental computers and related equipment.
10. Complies with Departmental rules, regulations, policies, and standards.
11. Complies with the Town of Buxton Personnel Policy.

PROBATION PERIOD:

Six (6) months from date of hire.

Employee Signature: _____

Date: _____