



Charles County Sheriff's Office



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

CID TECHNICAL SPECIALIST

Division:	Criminal Investigations
Section:	Investigations
Pay Grade:	113
FLSA Status:	Non-Exempt
Classification:	Full-Time
Updated on:	August 2024

JOB SUMMARY

This **operational** position provides support to the Criminal Investigations Division by assisting detectives with administrative duties, allowing them more time to devote to criminal investigations. Assists with maintaining the County's Sexual Offender Registry to include creating, maintaining and updating sex offender records, assists with managing the ICAC Program (Internet Crimes Against Children Task Force) to include downloading and triaging cypertips, assists with intelligence investigations, data base maintenance, as well as additional administrative assignments. The employee receives supervision from, and report directly to, the **CID Administrative Supervisor**.

ESSENTIAL JOB FUNCTIONS

Sex Offender Registry (SOR) duties:

- Assists with maintaining the Sex Offender Registry (SOR) for Charles County to include personal, criminal, and other related information on all registered sex offenders in the County in compliance with state and local laws.
- Maintains a working knowledge of all federal, state and local laws governed by and associated with the Sex Offender Registry; communicates pertinent information to Agency personnel, as appropriate.
- Researches, assembles and maintains information for sex offender files through the Maryland Electronic Telecommunication Enforcement Resource System/National Crime Information Center (METERS/NCIC), the Agency's computer system, and by contacting other law enforcement agencies, court systems and the State's Attorney's Office.

- Researches and maintains information gathered during registrations and random checks of the sex offenders' residences, including people and vehicles, to check for possible compliance issues.
- Updates, reviews and confirms records of Charles County sex offenders within Offender Watch.
- Tracks incarcerated sex offenders to ensure compliance. Enters incarcerated sex offenders into the online Victim Information and Notification Everyday (VINElink) system to be notified of their release from incarceration.
- Testifies in court in a clear, well-organized and logical manner to accurately provide information to include describing events, objects and evidence associated with a case, as needed.
- Conducts criminal history checks on sex offenders scheduled to register and make necessary notifications upon the discovery of an active warrant for the facilitation of services.
- Prepares correspondence for and facilitate communication with the Charles County Detention Center staff, the Maryland State Sex Offender Registry Unit of the Maryland Department of Public Safety and Correctional Services, the Maryland Parole and Probation Office, the Town of La Plata Police Department, the Charles County Board of Education, the College of Southern Maryland and other agencies, as needed, on various registration issues concerning Sex Offenders and Agency compliance with state laws.
- Creates new master name files or updates existing information on sex offenders in the master name files, to include the appropriate caution codes.
- Maintains and files active and inactive S.O.R. files with only a three-year retention being maintained of active registrations.
- Relays all information regarding new registrants to the Sex Offender Registry Detective and/or Sex Offender Coordinator.
- Prepares in advance, Maryland Sex Offender Registration forms for new registrants and/or current registrants for upcoming registrations.
- Assists with registering and fingerprinting sex offenders as needed.
- Prepares monthly and quarterly reports/statistics to assist in tracking offender information and registration dates; distribute as appropriate.
- Compiles statistics and data needed for the Sex Offender Compliance and Enforcement Grant (SOCM).
- Coordinates Agency use of the Law Enforcement Notification Systems (LENS). Updates master name files with information received from LENS and various courts/agencies regarding offenders released from federal and state programs into Charles County. Forwards information to appropriate unit supervisors.
- Answers incoming phone calls, determines purpose of call, forward to appropriate personnel, or take an accurate message.

Internet Crimes Against Children Task Force Program (ICAC) duties:

- Maintains a working knowledge of all federal, state and local laws governed by and associated with CSAM (Child Sexual Abuse Material).
- Downloads and triages incoming CSAM cybertips, including closing cases that have no legal standing.
- Sends initial subpoena requests and preservation requests to social media/phone companies/cable companies.
- Manages ICAC Data System (IDS) cybertip log, including inputting data into the system as it's received, closing cases when completed, and referring cases to the proper jurisdictions when applicable.
- Creates files when a cybertip is received, updates record pursuant to subpoenas/search warrants, and marks cybertips as open/assigned/closed.

- Compiling, maintaining and submitting stats and data for agency purposes as well as required by the State of Maryland for the ICAC Grant.

Homeland Security and Intelligence duties:

- Creates and maintains databases.
- Gathers, conducts researches, authors and disseminates information/intelligence products regarding all types of criminal activities for the Criminal Investigation Division.
- Assists with information dissemination and monitoring associated with the Real-Time Crime Center when in operation.
- Obtains and maintains the necessary federal security clearances needed to access necessary information.
- Attends and participates in meeting and training sessions, as required for the S.O.R., or H.S.I.
- Staff Real-Time Crime Center (RTCC) when activated, in support of the management of large events or incidents.

Other general Criminal Investigations Division duties:

- Assists CID Administrative Supervisor with entering Child Abuse Intake Reports containing highly confidential information into the police reporting system, distributes reports to outside agencies, creates case files, and scans child abuse reports and attachments into Keystone Client. Keeps the supervisor of the Special Victims Unit apprised of all new child abuse reports generated by other divisions.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Associates Degree in Criminal Justice or related field and/or five (5) years of general office experience and two (2) years of computer terminal operation experience, or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Licenses or Certifications:

- Must possess a valid driver's license.
- Must obtain certification with LinX, RAPID, Leads Online, Etrace, Accurint and other investigative databases.
- Must be certified by the Criminal Justice Information System (CJIS) for access into state and federal computer networks (METERS/NCIC).

Special Requirements/Qualifications:

- Must pass a typing test at a minimum speed of 25 words per minute.
- Must pass various computer skills tests, to include spelling, grammar, and data entry tests.
- Must pass a comprehensive background investigation.
- Must pass random drug screening.
- Must perform work in accordance with sound safety practices.
- Must report for duty in a regular and punctual manner.
- May be required to work overtime and work varying hours on a rotating schedule including days, evenings, midnights, weekends, and holidays, as required.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices, rules and regulations found in Standard Operating Procedures (SOP), and other manuals pertinent to the assigned job classification.
- Knowledge of business English, spelling, and punctuation.
- Skill in entering and retrieving data in a variety of computer systems.
- Ability to read, write, comprehend, and speak English in a clear, effective manner, using proper pronunciation, diction, and grammar.
- Ability to communicate effectively and coherently with other Agency personnel and the public, either in person or by telephone.
- Ability to write, compose, and develop documents, manuals, and other literature.
- Ability to arrive at effective decisions for routine situations.
- Knowledge in the use of office equipment such as a typewriter, calculator, computer, fax, and copy machines.
- Ability to utilize a high level of discretion, good judgment, and confidentiality.
- Ability to maintain a high level of accuracy in assigned tasks.
- Ability to organize and determine priorities of diverse assignments.
- Ability to compose and type accurately and with a high rate of speed, a variety of correspondence, reports and other materials from rough draft or handwritten copy.
- Ability to perform a variety of secretarial assignments requiring considerable accuracy.
- Ability to accurately proofread reports.
- Ability to assimilate information from a variety of resources.
- Ability to analyze, evaluate, and select, often with limited information, the best course of action.
- Ability to read and comprehend various documents.
- Ability to maintain composure and work effectively in situations of on the job pressure.
- Ability to establish and maintain effective working relationships with coworkers and supervisors.
- Ability to appropriately accept supervision, criticism, and evaluation.
- Ability to maintain professional decorum at all times.
- Ability to maintain sensitivity to people from varying ethnic, religious, sexual, and socioeconomic backgrounds.
- Ability to deal tactfully, effectively, and equitably with people, both within and outside the Agency.
- Ability to comply with Agency policies and procedures as outlined in the Administrative and Operational Manual.
 - Ability to operate police radio and understand police communication terminology.

PHYSICAL DEMANDS

The work is sedentary with frequent periods of sitting for prolonged periods of time, answering the telephone, and operating computer equipment. Must be able to climb a step stool or stoop down to reach file drawers just above or below arm level; read computer screens and be able to distinguish colors; manipulate keys and keyboards, file drawer latches, and file folders (locating, removing, inserting).

WORK ENVIRONMENT

Work is performed primarily in an office setting with frequent interruptions.