

POLICE SERVICES TECHNICIAN

DEFINITION

To perform a wide variety of technical, field, and administrative or regulatory law enforcement work which does not require peace officer status, supporting sworn personnel by coordinating employee training, overseeing the City's emergency management program, performing code enforcement duties, conducting vehicle abatement and parking enforcement and/or performing a variety of property and evidence duties including receiving, securing, safeguarding, preserving, and disposing of property and evidence items in the Police Department.

DISTINGUISHING CHARACTERISTICS

This position is distinguished from the Police Services Assistant by the more complex, responsible and sensitive duties performed by the former.

SUPERVISION RECEIVED AND EXERCISED

A Sergeant of Police provides general supervision. A Police Officer may provide functional supervision. If needed, a Police Services Technician may act as a lead in the presence of a Police Services Assistant. This position can supervise Cadets and Volunteers.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Essential

Organize, coordinate and oversee various projects or programs such as Parent Project, Citizen Police Academy, Volunteer Program and Neighborhood Watch.

Perform a wide variety of technical, field, and administrative or regulatory law enforcement work for assigned area of responsibility including the training program, emergency management program, code enforcement, vehicle abatement, parking enforcement, and/or property and evidence.

Manage the police department's training department; schedule schools and training for sworn and civilian personnel and make necessary reservations.

Procure firearms, ammo and any other equipment required for the training of department personnel.

Serve as the city's Disaster Preparedness Coordinator; design and implement the city's emergency management program, conduct training, and ensure that the program complies with local, state and federal regulations.

Plan and participate in drills and functional disaster exercises.

Prepare grant applications, budgets and related documents for federal, state and local grant funding sources.

Serve as the primary contact for the Emergency Operations Center (EOC).

Process sex registrants including use of the automated fingerprint and booking photograph computers; complete necessary paperwork associated with the registration including an interview of the registrant.

Perform a variety of field and office work in support of the code enforcement program; enforce compliance with City regulations and ordinances including those pertaining the violation of zoning codes, building codes, public nuisances, abandoned vehicles, and other issues relating to health, safety, and welfare of the community.

Initiate investigations as necessary for observed violations as well as citizen complaints; conduct field inspections of businesses, parcels of land, structures, vehicles, and stored materials to ensure compliance with applicable City ordinances and state laws; obtain statements from complainants; contact responsible individuals in person and in writing; prepare and post necessary citations, violations, and other notices related to required abatements, outlining proper correction methods and time limits, and all necessary remedial work required; monitor and re-inspect properties to ensure continued compliance.

Receive and process abandoned vehicle notices, maintaining control of status of reported vehicles; coordinate the removal of vehicles and notification to registered owners. Resolve related complaints and conflicts.

Serve as a parking enforcement officer, patrol City streets and enforce laws and regulations applicable to non-moving vehicles; write citations for overtime parking and illegal parking; assist in identifying and removing abandoned vehicles; assist in directing traffic.

Perform a variety of property and evidence duties including receiving, recording, barcoding, categorizing, storing, and maintaining evidence and property acquired by the Police Department for safekeeping and custody.

Verify proper packaging of property; contact officers, supervisors, and administrative staff regarding necessary corrections.

Enter property data into computer system.

Retrieve and release property to detectives, forensics, crime lab, and District Attorney's Office; maintain chain of custody.

Prepare and transport property to crime lab for analysis.

Release and dispose of property in accordance with current laws and departmental policies.

Copy digital media evidence for the District Attorney's Office, detectives, officers, and outside agencies.

Keep sex registrant database up to date.

Review CLETS validation report.

Perform duties related to weapons and armory inventory.

Provide customer service over the phone and in-person; receive and respond to complaints from the public and staff; respond to questions and concerns from the public, departmental staff, and other agencies; provide information as appropriate and resolve service issues and complaints.

Prepare concise and accurate police reports; maintain files and records, statistical data and progress of work.

Operate a computer terminal and printer to type, enter, modify and retrieve a wide variety of police reports and records, memoranda, letters, and other material.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Basic law enforcement theory, principles, and practices and their application to a wide variety of services and programs.

Principles and practices of effective project/program management.

Principles and practices of disaster preparedness.

Principles, practices, and methods used in the enforcement of a variety of codes.

Pertinent codes, ordinances, laws, and regulations pertaining to zoning, nuisance abatement, health and safety, and related areas.

Procedures involved in the enforcement of codes and regulations including methods and techniques of conducting and documenting field investigations.

Methods, procedures, principles, practices, and terminology used in property and evidence handling, recording, preservation, storage, and release.

Court procedures regarding the handling and storage of evidence.

Legal guidelines pertaining to the maintenance and control of evidence.

Firearms and firearms safety.

Safety precautions related to assigned duties and responsibilities.

Effective public contact methods.

Office procedures, methods, and equipment including computers and applicable software applications.

Business report preparation and effective communication including appropriate English usage, grammar, spelling, and basic arithmetic.

Telephone techniques.

Occupational hazards and standard safety procedures.

Pertinent federal, state, and local laws, codes, and regulations.

Effective public contact methods.

Ability to:

Coordinate various community relations programs.

Understand the organization, operation, and services of the City, the Police Department, and of outside agencies as necessary to assume assigned responsibilities.

Understand, interpret, and apply general administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations.

Perform a variety of non-sworn law enforcement activities.

Inspect and identify violations of applicable codes and ordinances.

Enforce pertinent codes, ordinances, laws, and regulations with impartiality and efficiency.

Receive, process, store, document, release, and dispose of evidence and property.

Effectively account for police property and evidence; organize and maintain control systems.

Plan, implement, monitor, and evaluate a variety of emergency services programs.

Understand the City's emergency and natural disaster hazards risk.

Operate and use modern office equipment including a computer and various software packages.

Prepare concise and accurate police reports.

Maintain logs, records, and files.

Handle more than one situation at a time, make decisions and act promptly without immediate supervision.

Respond to requests and inquiries from the general public.

Work independently in the absence of supervision.

Work varied hours including evenings, weekends, and holidays.

Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in a law enforcement or criminal justice setting, involving exposure to the public and interpretation of laws, rules and procedures. Some supervisory experience.

Education:

Equivalent to an Associates of Arts degree from an accredited college or university in Administration of Justice, Police Science, Public or Business Administration or a closely related field.

License or Certificate:

Possession of a California Driver's License.

PHYSICAL REQUIREMENTS:

The work requires a combination of the following physical requirements depending upon a given task, on a given day: up to 3 hours of sitting, bending, crouching, stooping, kneeling, climbing, balancing, twisting, turning, firm grasping, reaching forward or overhead, pinching, hand-eye coordination, driving, vision accuracy (far), depth perception, face-to-face talking, verbal contact; up to 3 hours of lifting and carrying less than 50 lbs., pushing/pulling less than 10 lbs.; 3 to 6 hours of standing, walking, finger dexterity, light grasping, field of vision, accommodation; 3 to 8 hours of vision accuracy (near), and color vision; up to 6 hours of talking on the telephone.

MENTAL REQUIREMENTS:

The work requires a combination of the following mental requirements depending upon a given task, on a given day: abstract variables; interpreting, taking, comprehending and following instructions; detailed, uninvolved instructions; one or two-step instructions; simple to complex- reading and writing skills; simple math skills; spatial; clerical; forming, analyzing, computing, compiling, instructing, diverting, speaking-signaling, serving, helping; precision work; operating; driving; handling; perform simple, repetitive tasks to varied, complex tasks; generalizing; evaluating; responsibility for direction; maintain work space.

WORK ENVIRONMENT:

Work is performed indoors and outdoors; extreme hot and cold; moving machinery; dust/fumes/smoke/gases etc.; excessive noise; solvents, grease, oil; using a computer and other office equipment; working along; working around or with others.