

POLICE TECHNICIAN

DEFINITION

To perform a variety of technical non-sworn duties in support of the Police Department; to take in and house property and evidence; to take and provide information and give general assistance to the public; to document information and create a variety reports and records; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level technical Police Technician class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a higher level supervisor or manager.

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

Provide a wide variety of technical assignments in support of departmental functions that do not require sworn Police Officer status.

Receive property and evidence from Police Officers; process and maintain evidence and property within the evidence locker; maintain records and dispositions on all property; deliver or provide evidence or copies of evidence when requested by authorized persons; appear in court to present evidence and testimony in connection with criminal prosecution and/or civil cases; purge evidence and property ready for destruction; obtain court orders for actions related to specific items including firearms and drugs; release property back to owner after determining that they are entitled to get it back; maintain accurate and timely records of all property releases.

Provide information and give general assistance to the public in person, on the phone or in the field; take reports; perform research of problems; provide referrals to the appropriate person, agency, department or unit; maintain appropriate records.

Fingerprint citizens, license bicycles, sign off on traffic citations, assist with traffic control; collect, process and account for appropriate fees for a variety of fee-based services.

Perform dispatch duties on a temporary basis, and/or assist with dispatch relief as needed.

Create, enter, maintain and extract data for a variety of records using several systems and databases.

Write minor crime and accident reports; enforce the City's parking regulations, including issuing citations to violators.

Assist with community and school events; conduct and arrange tours; assist with meetings and trainings; conduct surveys, develop brochures, bulletins and related items.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Organization and operation of municipal police departments.

General office, record keeping and filing methods and systems.

Applicable codes, laws and regulations including City ordinances, vehicle code and penal code.

Safety practices related to the work.

Equipment, techniques and procedures for the proper warehousing of items of property and evidence.

Operation of police dispatch to include familiarity of CAD/RMS systems.

Basic report writing techniques, fingerprinting and photography.

Courtroom protocol and procedures.

Relevant laws, rules and regulations related to area of assignment.

Ability to:

Perform a wide variety of technical assignments in support of departmental functions that do not require sworn Police Officer status.

On a continuous basis, know and understand all aspects of police operations; intermittently analyze work papers, reports and special projects; remember accounts given by witnesses; identify vehicles; interpret and apply the operational procedures and the law to field situations; observe while in the field; problem solve field situations; and explain law to public.

On an intermittent basis, sit at desk or in police vehicle; walk and stand during field activities; bend, squat, kneel and twist during issuance of parking tickets; climb stairs and/or ladders while in the field; perform simple and power grasping, pushing, pulling, and fine manipulation; and carry weight of 35 pounds or less; walk on uneven ground.

Learn the rules and procedures in maintaining police records and files.

Learn, utilize and stay current with evidence collection techniques and equipment.

Learn standard broadcasting procedure of police radio, 911 telephone calls and dispatch systems.

Prepare clear and concise reports, correspondence and other written materials.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible experience in a public safety setting requiring public contact skills.

Training:

Equivalent to an Associate's degree from an accredited college or university with major course work in police science, administration of justice, evidence collection or related field.

License and Certificate

Failure to obtain or maintain such required license(s) may be cause for disciplinary action.

Possession of a valid California Class C Driver License may be required at the time of appointment. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.