

City of Sebastopol
Job Description

Job Title: Police Community Services and Evidence Technician
Division: SPOA
Department: Police
Location: Sebastopol Police Services
Shift: As Assigned
Reports To: Police Services and Records Program Manager
Prepared By: Ronald Nelson
Approved By: Council
Approved Date: 02/05/2008
Revised: 5/3/2023
Approved Date: 10/3/2023
FLSA Status: Nonexempt

PURPOSE

At the direction of the Police Services and Records Program Manager, this position performs non-sworn law enforcement duties, including acceptance, recording, storage, control, release and disposal of police evidence and property; maintains and protects the physical integrity and complete chain of custody of evidentiary items throughout the judicial process; administration of the property and evidence room, overflow bike barn, and audio/video files and information; ensures compliance with all State and local laws regarding the storage and disposition of property and evidence; serves as the City's primary administrator of the City's parking and RV ordinances, and sole parking enforcement officer, supports patrol officers by assisting with traffic control, supports the questioning of female witnesses, provides victim support for sexual assault calls, assists in the preservation of crime scenes, administers contract animal control services and serves as animal control officer until contract services arrive, and may serve as temporary (same day, break, etc.) "relief" Police Dispatch-Clerk; and performs related work as required. The position requires unusual working hours and assignments on short notice. This position serves a twelve (12) month probationary period.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Police Services and Records Manager or another supervisor or manager as assigned.

TYPICAL JOB DUTIES include but are limited to the following. Other duties may be assigned.

- Accept, record, classify, store, control, protect, dispose, slate for destruction or release property/evidence to its rightful owner, or for court presentation
- Receive, maintain, transport, make copies (paper, film, tape, video), label, verify and safeguard evidence and property
- Maintain and oversee the property and evidence room; overflow bike barn; and storage of other media including digital, paper, film, tape, and video
- Testify in court on matters pertaining to property and evidence
- Assists individuals at the Department's front counter requesting the return of personal property
- Reviews records and court documents to ensure the proper release of property, gathers and returns to individuals, and maintains all associated records
- Participates in the retention and purging of police records, with greater responsibility for the purging of property and evidence related records within the mandates of the law and established City retention schedule

- Maintain current knowledge of legislation and other activities that impact records, property, and evidence functions
- Assists sworn officers, conducting enforcement activities as required, which may include taking incident reports, conducting traffic control, preserving crime scenes, and assisting in child abuse and sexual assault cases
- Performs all aspects of parking enforcement within boundaries of the City of Sebastopol including serving as the primary position marking vehicles for potential violations, issuing citations, and conducting enforcement of vehicle related municipal code ordinances and vehicle code violations relating to parking control or storage/impound of vehicles
- Identifies vehicles that are subject to towing; facilitates the towing of said vehicles and completes all related state required paperwork for vehicle impounds and storage or disposition
- Primary position responsible for the monitoring and enforcement aspects of the City of Sebastopol's recreational vehicle parking ordinance citywide
- Primary point of contact for the Sonoma County abandoned vehicle abatement program and any other external parking or parking enforcement related services or programs
- Coordinates with the City's animal control vendor for animal control services; communicates as necessary with the animal control vendor regarding the care of animals from the City of Sebastopol, serves as Animal Control Officer until contract animal control vendor arrives.
- Performs all aspects of animal control pursuant to State statutes and City ordinances, including issuance of warnings and/or citations to animal owners who violate applicable statutes and ordinances
- Serves the public at the Police Services Department front counter; provides information and assistance in person and via phone to the public, City staff, and department personnel as assigned, responds to requests for the return of property and evidence
- Accepts subpoenas as necessary
- Serves as the Department's Live Scan Fingerprint Coordinator
- Completes and maintains the Live Scan system fingerprinting; arranges for maintenance services as needed for the Live Scan equipment; processes ink prints when necessary, and processes prints for identification, Verified International Stay Approval (VISA), and out of state license applications
- May serve as replacement or relief Dispatcher-Clerk in absence of same
- Operates police communications equipment
- Is required to operate a marked police department motorized vehicle for parking enforcement and other job duties
- Manually authors citations or may be required to operate a handheld citation computer should the department implement that technology
- Prepares accurate reports as directed or required by policy and/or law and maintains detailed records and filing. May be required to prepare staff reports, memorandums, official letters, conduct research, or compile data relating to various job functions
- Operates standard office equipment, including computer terminals, police communications equipment, copiers, and other equipment applicable to the position
- Serves as liaison and courier to the District Attorney's Office and courts
- Provides miscellaneous housecleaning of physical plant when directed
- Required to be in uniform while on duty
- May be required to participate in trainings that provide techniques, tools, tactics or equipment relating to personal safety while in uniform
- May be required to participate in emergency vehicle operations and/or defensive driving techniques
- Attends and participates in quarterly meetings related to various specialized job functions or as

directed by the Chief of Police

- Performs other duties as determined and assigned from time to time by the Chief of Police and/or the immediate supervisor

KNOWLEDGE AND ABILITIES

Knowledge of:

- Basic operations, functions, principles, and practices of law enforcement agencies.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and techniques of developing and conducting public information presentations
- Principles and practices of evidence, and property collection, protection, chain of custody, recording, and storage, purge and release, and report preparation.
- Terminology and procedures used in public safety dispatching.
- City geography, maps, streets, landmarks, and driving directions.
- Basic principles of record keeping.
- Principles and practices of data collection and report preparation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern equipment, and communication tools used for business functions and program, project, and task coordination.
- Effective practices, methods, and techniques for storing and recording criminal evidence and personal property.
- General law enforcement practices and procedures regarding evidence and personal property storage, retention, and disposition.
- Records management and maintenance techniques and practices.
- Computers and software programs (e.g., Microsoft software packages and state and federal programs and systems for transporting evidence, property, files, film, and other media.
- Modern office practices, methods, and computer equipment.
- English usage, grammar, spelling, vocabulary, and punctuation.

Ability to:

- Memorize codes, names, street locations, and other information.
- Read and interpret maps and other pertinent documentation.
- Interpret, apply and explain policies, procedures, regulations, ordinances, codes, and regulations.
- Assess situations while remaining calm and using sound, independent judgment.
- Maintain accurate records and files.
- Understand and follow oral and written instructions.
- Develop and deliver public information presentations related to the assigned areas of responsibility.
- Learn modern methods of criminal investigation and evidence identification.
- Learn court procedures and rules of evidence in criminal law.
- Operate, extract, and input data from and into computer systems with a high level of keyboarding accuracy.
- Demonstrate high levels of proficiency with Law Enforcement and Criminal Justice computer programs.
- Speak effectively before public groups and respond to questions.
- Prepare clear concise reports, correspondence and other written materials.

- Research, compile, and summarize a variety of informational and statistical data and materials.
- Understand, interpret, explain, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Compile and summarize information to prepare accurate, clear, and concise reports.
- Safely and effectively use and operate specialized equipment required for the work.
- Operate modern office equipment including computer equipment and software programs.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); and two years related experience and/or training; or equivalent combination of education and experience. A typical related experience would be one involving public contact and making independent decisions. Experience in a law enforcement agency including experience with a law enforcement records management system is highly desirable.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Ability to issue legible, handwritten citations. Ability to respond to parking complaints and inquiries regarding enforcement and control activities. Ability to learn, understand, interpret, and enforce appropriate City and State parking and vehicle codes, laws, and regulations; identify and report parking and traffic problems encountered in course of work, and effectively communicate orally using good listening skills.

MATHEMATICAL SKILLS

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of U.S. currency and weight measurements, volumes, and distances.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of a valid California driver's license or the ability to obtain a valid California driver's license by the time of appointment is required.

Possession or the ability to obtain, within 18 months, a California Law Enforcement Telecommunications Certificate and First Aid/CPR certificate.

OTHER QUALIFICATIONS

Ability to think clearly and act quickly in emergency situations; perform clerical work of average difficulty in a timely and accurate manner; ability to take, understand and carry out verbal and written directions; ability to remain calm and exercise sound independent judgment and decision-making in daily work activities; deal courteously and effectively with all segments of the public; possess outstanding neatness in appearance and personal hygiene at all times; ability to express thoughts clearly and concisely in written form, with grammatically correct written composition and correct spelling abilities; knowledge of MS Office software, including Word, Outlook, and Excel, and other software programs and applications specific to law enforcement.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts and in various outside weather conditions and is frequently exposed to vibration. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, and extreme heat. The noise level in the work environment is usually loud.