

COMMUNITY SERVICES OFFICER/EVIDENCE TECHNICIAN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs a variety of non-sworn law enforcement support duties and specialized support work related to the custody, control, and disposition of property and evidence held by the Police Department; receives, inventories, stores, seals, maintains, releases, and destroys all property coming into the possession of the Department; produces evidence for court, attorney's and investigators; serves as the court liaison for the department; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Community Services Officer/Evidence Technician** is the journey level class responsible for performing assigned non-sworn police support functions and the operation of the police evidence room including maintenance of property, evidence, inventories, and chain of custody. The incumbent performs a variety of duties to relieve sworn staff of enforcement duties. This classification is distinguished from the next higher classification of Chief of Police in that the latter is a sworn position responsible for overseeing all functions and operations of the Police Department.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from a Police Sergeant of Police Lieutenant. Incumbents in this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs specialized support work related to the custody, control, and disposition of property and evidence held by the Police Department; receives, inventories, stores, seals, maintains, releases, and destroys all property coming into the possession of the Department; produces evidence for court attorneys and investigators.
- Performs a variety of duties such as animal control, vehicle abatement, parking enforcement; assists with tows, accident and crime reports.
- Oversees the disposition of property and evidence, including release, auction, disposal, sealing, and conversion; operates the police evidence and property room; notifies owners and disposes of evidence and property according to applicable laws, codes, rules, and regulations; conducts ongoing research on evidence disposal regulations; coordinates and schedules appointments with the public for release of property; coordinates the annual weapon, narcotics, bio-hazard, and hazardous chemical destruction; processes and deposits cash.

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- Prepares and transports evidence; performs data entry of evidence and property movement; maintains the chain of custody; prepares and maintains logs and records of property received, stored or destroyed/sold; processes and/or transports property and blood and urine tests received in evidence to crime lab and identification unit and to court.
- Prepares special reports, such as the booking of seized monies and/or evidence from other law enforcement agencies; maintains various files and inventories.
- Serves as the parking enforcement officer; patrols City streets and enforces laws and regulations applicable to non-moving vehicles; writes citations for overtime parking and illegal parking; assists in identifying and removing abandon vehicles; assists directing traffic.
- Maintains, monitors, and orders supplies for the evidence room and evidence counter; orders, receives, and issues department equipment to employees.
- Remains informed of laws, regulations, and policies relating to property and evidence preservation, storage, and disposal.
- May testify in court.
- Responds to questions and concerns from the general public, departmental staff and other agencies; provides information as appropriate and resolves service issues and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of: Modern office administrative practices and procedures; chain of custody; property and evidence disposition; methods and techniques of lead direction, training, and motivation; basic principles of mathematics; applicable federal, state and local laws, codes, and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to: Lead and perform a variety of complex evidence and property control functions; maintain the chain of custody for evidence and property; oversee the disposition of property and evidence; learn and apply departmental rules and regulations; perform mathematical calculations quickly and accurately; interpret, explain, and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to: Operate an office computer and a variety of word processing and software applications.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience: Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Community Services Officer/Evidence Technician**. A typical way of obtaining the required qualifications is to possess one year of experience in a law enforcement agency, which includes the processing of reports, records and/or evidence and property, and a high school diploma or equivalent.

License/Certificate: Possession of, or ability to obtain, a valid Class C California drivers license.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and retrieving and entering data using a computer keyboard. Additionally, the position requires near and far vision in reading work related documents and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, documents and equipment weighing 25 pounds or more is required. The incumbent may be exposed to chemical and biological hazards, and the nature of the work requires incumbents to use ladders in the storage of property.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

FLSA: NON-EXEMPT