

CLASS CODE	3236	GROUP	5
DEPARTMENT REVIEW	<i>[Signature]</i>	DATE	12-26-95
PERSONNEL APPROVAL	<i>[Signature]</i>		1/23/96
EFFECTIVE DATE			
SUPERSEDES	9/85		

Title changed to Community
Service Officer (July 2016)

POLICE TECHNICIAN

DEFINITION

This is technical support work in various assignments involving police-related duties which need not be performed by a sworn police officer. Under general supervision and depending on assignment: takes police reports, investigates incidents, issues traffic and parking citations within defined parameters; ensures the timely removal of abandoned vehicles from city streets; serves as court liaison; performs follow-up investigations on check cases; photographs, fingerprints and processes in-station bookings; performs traffic control and other job-related duties and responsibilities as required. Routine work is performed independently in accordance with established policies and procedures; employees consult with a superior on more difficult and unusual assignments. Incumbents exercise technical judgment which requires the ability to learn, interpret and enforce related legal statutes and department policies and procedures. Work is subject to periodic checks and reviews through observation and study of written reports.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Depending on assignment, duties may include, but are not limited to, the following: provides skilled support in assistance to the public in person or by telephone, providing information and service according to departmental policy and procedures; within defined parameters, investigates incidents, obtains information and prepares a variety of police reports (e.g. traffic collision, burglary, theft, missing person, bad check, etc.), and issues citations; places warning tags on abandoned vehicles parked on city streets, arranges for towing of vehicles according to established legal procedures, and issues citations when necessary; serves as court liaison which involves presenting cases to the district attorney's office for processing, tracking cases and maintaining log, obtaining arrest warrants, and filing citations and miscellaneous other cases; handles alleged bad check cases as assigned; reviews and researches complaint; performs follow-up investigation; maintains contact with district attorney's office; handles recordkeeping related to missing person cases as assigned; testifies in court or gives depositions as necessary; provides traffic control and assistance in hazardous traffic situations; reports roadway hazards to proper authority; completes a variety of forms including, but not limited to: police reports and supplementals, citations and warnings, receipts, evidence tags, bicycle registrations, logs; collects, preserves and records any incidental evidence located at the scene; photographs, fingerprints and processes in-station bookings; utilizes various computer systems including, but not limited to, computer-aided dispatch, teletype, and L.E.A.D.E.R. to enter and retrieve data; operates standard office equipment, two-way radio, city vehicle, and other job-related equipment and machinery; attends job-related training as required; assists with the training of other technicians as required.

(continued)

Police Technician
Class Code: 3236
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OTHER JOB RELATED DUTIES

Performs other job related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

MINIMUM:

Graduation from high school or recognized equivalent; valid California Class C driver's license.

Knowledges: General knowledge of legal statutes related to public health and safety; general knowledge of modern office procedures and equipment; working knowledge of correct English grammar, spelling, punctuation and composition.

Skills: Skill in dealing tactfully and courteously with the public and law enforcement personnel in a variety of circumstances including stressful situations; skill in interviewing victims and witnesses to obtain necessary information.

Abilities: Ability to learn various assignments including, but not limited to, complaint desk, patrol, court liaison, check detail or other assignment as determined by the Police Chief; ability to understand and follow oral and written instructions; ability to analyze situations and adopt a course of action; ability to research and maintain records, logs and files; ability to interpret and apply legal statutes related to public health and safety including, but not limited to, the penal code, vehicle code and local ordinances; ability to write legibly, using proper grammar, spelling and punctuation; ability to prepare clear, complete and accurate reports; ability to interpret and apply departmental policies and procedures; ability to attend and successfully complete job-related training as required, including, but not limited to, first aid and cardiopulmonary resuscitation; ability to operate or learn to operate a two-way police radio, computer equipment, printers and other job-related machinery and equipment; ability to learn the geography of the city and to read maps; ability to establish, foster and maintain positive, harmonious working relationships with other employees, officials and the public.

License or Certificate: Court liaison assignment requires possession of or ability to obtain PC 832 certification.

Special Requirements: Ability to work various schedules including day, evening, night, weekend and holiday shifts.

DESIRABLE:

Graduation from college with an associate degree in police science, criminology, administration of justice, or related field; work experience in a law enforcement environment; working knowledge of state and local traffic ordinances and laws; knowledge of the geography of the city; bilingual ability.