



CITY OF ALBANY POLICE SERVICES TECHNICIAN I POLICE SERVICES TECHNICIAN II

Under supervision (Police Services Technician I) or general supervision (Police Services Technician II), performs a variety of technical support activities associated with the tracking, handling, and safekeeping of evidence and found property for the Police Department, including maintaining the physical integrity and control of evidentiary items in the City's custody, data input, material cataloging, processing and disposal, and maintaining the chain of evidence; and general customer support within the department and for the citizens of the City; and performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Police Services Technician I

Receives supervision from a Sergeant. Exercises no supervision of staff.

Police Services Technician II

Receives general supervision from a Sergeant. Exercises functional direction to staff.

Class Characteristics

This is a non-sworn classification responsible for a variety of technical duties related to the provision of evidence handling and preservation.

Police Services Technician I:

This is the entry-level class in the Police Services Technician series. Initially under close supervision, incumbents with knowledge, learn the Police Department's Property and Evidence procedures and processes; and incumbents must successfully complete the POST Evidence and Property Function Management training within first six (6) months of employment. As more experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no work-related property and evidence experience. Advancement to the "II" level is based on demonstrated proficiency in performing the full range of assigned duties and is at the discretion of higher level supervisory or management staff.

Police Services Technician II:

This is the journey-level class in the Police Services Technician series that performs the full range of Property and Evidence support duties. Incumbents with well-developed technical and support skills are expected to apply specialized rules, regulations, policies, procedures, and activities related to the assignment and to apply them independently. Incumbents are expected to work independently and exercise judgment and initiative. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Employees within this class are distinguished from the Police Services Technician I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative.

Positions in the Police Services Technician class series are flexibly staffed and positions at the II level are normally filled by advancement from the entry-level requiring one (1) additional year of experience and

after gaining the knowledge, skill, and experience, which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Receives property and evidence, documents the receipt, maintains the physical integrity, controls the chain of custody, and physically stores the property and evidence in the designated property and evidence room.
- Prepares evidence for submittal to outside agencies or labs for analysis, including packaging, securing, and preserving evidence items, preparing required forms, and submitting forms with evidence to labs.
- Coordinates with crime laboratories; determines and justifies which evidence to refer; prepares and transports evidence including weapons, narcotics, and biological specimens for analysis and processing by others.
- Delivers reports, evidence, and other materials to local courts, district attorney offices, evidence testing services, and other related entities.
- Releases and purges property and evidence following appropriate federal, state, and local laws and regulations; prepares evidence and property for auction and/or disposal upon completion of court proceedings.
- Initiates, organizes, updates, maintains, and controls access to complex filing systems and records, including highly sensitive case files.
- Maintains and updates knowledge of evidence handling and storage requirements.
- Courteously and tactfully assists the public at a public counter and by telephone; answers questions and provides information concerning regulations, procedures, and general information; fulfills requests for copies of documents, as appropriate.
- Provides research and reports to Police Department administration, as necessary.
- Represents the Department on city, county and regional committees.
- Performs related duties as assigned.

Knowledge of:

- Record keeping principles and procedures.
- English usage, spelling, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Police Services Technician II, in addition to the above:

- Functions, principles, and practices of law enforcement agencies.
- Principles and procedures used in evidence preservation, property management, and disposal of property and evidence.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, evidence preservation, property management and disposal of property and evidence.

Ability to:

- Perform technical, detailed, and responsible law enforcement support work.
- Write system procedures that are easily understood by departmental colleagues.
- Learn and apply basic criminal code sections, regulations and guidelines related to evidence preservation, property management and disposal of property and evidence.
- Think clearly and respond in a timely and calm manner in a variety of emergency situations.
- Organize, prioritize and deliver a variety of delegated responsibilities in an effective and timely manner.
- Be proactive and flexible in understanding the need to deliver on shifting departmental priorities.
- Understand and carry out a variety of oral and written instructions in an independent manner.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Learn the City and departmental organizational structure, and interpret and apply laws, regulations, guidelines, ordinances, policies, and procedures related to assigned work.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

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

Police Services Technician I

Equivalent to the completion of the twelfth grade, supplemented by college-level course work or specialized training in law enforcement, criminal justice, data processing, or a related field.

Police Services Technician II

Equivalent to the completion of the twelfth grade supplemented by college-level course work or specialized training in law enforcement, criminal justice, data processing, or a related field, and one year of experience in secure handling of property and evidence in a police department.

Licenses and Certifications

Valid California Driver's License.

Completion of POST Evidence and Property Function Management training to be within six months of employment.

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 35 pounds.

Environmental Elements

Employees work in an office environment with moderate noise levels and controlled temperature conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons

potentially infected with communicable diseases. May be exposed to toxic, poisonous, biologic, dangerous substances when processing evidence.

Special Requirements:

Positions in this classification may be required to work evenings, nights, weekends, holidays, and work overtime to respond to emergencies and provide remote or in-person assistance to ensure continued operation of the department's information systems. Background Investigation and/or Drug Screen may be required. Uniform required.