



Job Description

Title: Police Office Assistant II	FLSA Status: Non-Exempt	Created:
Supervisor: Administrative Services Manager	Supervises: N/A	Revised:
Job Family: Police Services	Bargaining Unit: Police	Approved:

JOB SUMMARY:

Under the direction of the Administrative Services Manager, perform a variety of duties in the gathering, recording, processing, safeguarding, monitoring and identification of evidence and found property; prepare and maintain a variety of records and reports related to physical evidence and property taken into custody by the Police Department; accept, record and maintain evidence and property; act as custodian of the property and evidence room maintaining the chain of custody of items received. Perform a variety of clerical/operational support involving filing, record keeping, typing, report processing, customer service and other regularly performed duties which support the function of a police office operation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Receive, secure, preserve and store property and physical evidence according to established procedures; record evidence and found property into appropriate computer system; maintain an accurate account and chain of custody of property and evidence seized; release property to officers for investigation and court testimony; perform audits and inventory of assigned evidence and property room.
- Maintain an accurate account of dispositions of property and evidence; dispose of or return found property according to established procedures; maintain dispositions of firearms and other weapons, narcotics, and related paraphernalia; assure property belonging to victims of crimes is returned on adjudication of case in court.
- Purge and dispose of evidence or property in accordance with State and local rules and regulations regarding property disposition; return property to appropriate owner or prepare for destruction or auction upon case clearance; prepare and mail property notifications to community members as required.
- Prepare and maintain a variety of records and reports related to physical evidence and property taken into custody by the Police Department; establish and maintain filing systems.
- Fingerprint applicants and members of the public according to established policies and procedures; process fingerprints and forward and transmit related information to the Department of Justice; maintain confidentiality of privileged information.
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- Operate and maintain electronic fingerprint equipment such as Live Scan to capture fingerprint images and accompanying data
- Prepare, monitor and forward evidence to outside and governmental agencies and laboratories requiring item processing as appropriate; prepare evidence needed for court presentation as requested by officers.
- Receive incoming calls and emails, determine nature and urgency of calls; respond to inquiries and provide a variety of information to City staff and the general public related to department or program operations, policies and procedures.
- Receive requests from officers for special or specific information; follow up with appropriate information and relay information to the requesting officer.
- Compose correspondence independently or from oral instructions; type letters, reports, forms, records and other materials; proofread and verify accuracy of documents including police and evidence reports; process a variety of forms related to property and evidence monitoring; duplicate materials as needed; search and mail detention certificates.
- Compile and enter data including restraining orders; prepare a variety of mandated and requested records and reports related to property, lab results and evidence; assure reports are completed and submitted to appropriate agency or Department personnel according to established time lines.

- Communicate with City personnel, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns; exchange information with officers in other law enforcement agencies.
- Operate a variety of equipment including a computer and assigned software.
- Drive a vehicle to perform assigned functions; transport evidence to the Department of Justice or labs for analysis.

OTHER DUTIES:

May assist with police dispatch duties as assigned.
Perform related duties as assigned.

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. The work environment characteristics and physical demands 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.

Knowledge of:

- Methods and procedures used in processing and preserving physical evidence.
- Modern office practices, procedures and equipment.
- Evidence identification, collections and related processing procedures including disposition practices.
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- Record-keeping and report preparation techniques.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer and assigned software.
- Fingerprinting techniques and classification systems.

Ability to:

- Perform a variety of technical duties in the gathering, recording, processing, safeguarding, monitoring and identification of evidence and found property.
- Learn the Rules of Evidence and Chain of Command.
- Learn Police Department organization, operations, policies and objectives.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Learn, interpret, apply and explain laws, codes, regulations, policies and procedures.
- Work confidentially with discretion.
- Understand and work within scope of authority.
- Meet schedules and time lines.
- Type or input data accurately.
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- Maintain records and prepare reports.
- Understand and follow oral and written instructions.
- Operate a variety of office equipment including a computer and assigned software.
- Operate and maintain electronic fingerprint equipment such as Live Scan.

Education and Experience:

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

- Graduation from high school or equivalent GED.
- Three years of clerical experience involving record management, including one year of experience related to law enforcement.

Licenses, Certifications and other Requirements:

- Valid California Class C driver’s license.

Desirable:

- POST- Property & Evidence training

WORKING CONDITIONS:

Work Environment:

- Indoor/Property & Evidence Room environment.
- Driving a vehicle to perform work.

Physical Demands:

- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and classify evidence.
- Dexterity of hands and fingers to operate a computer keyboard.
- Bending at the waist, kneeling or crouching to store evidence.
- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- Sitting or standing for extended periods of time.

Hazards:

- Contact with dissatisfied or abusive individuals.
- Potential exposure to hazardous chemicals, fumes, odors or gases.
- Contact with blood and other body fluids.
- Exposure to controlled substances.
- Exposure to firearms and other weapons.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.