



Job Description

Title: Public Services Officer	FLSA Status: Non-Exempt	Created:
Supervisor: Police Sergeant	Supervises: N/A	Revised:
Job Family: Police Services	Bargaining Unit: Police Services	Approved:

JOB SUMMARY:

Under the direction of the Police Sergeant, perform duties related to the coordination of special projects and events associated with the Police Department; perform duties related to the maintenance of Police Department evidence through recording and tracking activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate and oversee outreach activities and events for the Police Department by planning, scheduling and organizing activities and events; recruit and supervise volunteers; obtain necessary equipment and staff; conduct fundraising activities and promote participation; secure advertisements and publicity.
- Maintain a high level of security and personal access within the various areas of the evidence room.
- Mark evidence and ensure evidence is submitted following the guidelines set forth in the Department policy and report deficiencies in this process to the Administrative Sergeant for immediate correction.
- Uphold Police Department procedures in regard to submitting and removing evidence within the Department including evidence being held pending court, destruction or release back to the legal owner.
- Maintain a tracking system of evidence by producing hard copy and computer-generated records for evidence and ensure the tracking systems is effective through continued education.
- Testify as required in evidence-related case requirements.
- Submit to a monthly inspection and other inspections as assigned by the Administrative Sergeant as required by the Chief of Police.
- Respond to crime scenes as requested and process and store acquired evidence according to established procedures.
- Communicate with personnel, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.
- Operate a computer and assigned software to input data and generate records and reports; operate other standard office equipment including copiers and fax machines; drive a vehicle to conduct work.

OTHER DUTIES:

- 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:

- Principles and practices of tracking evidence and enforcing Departmental Policies with regard to submitting and removing evidence.
- Regulations and responsibilities of securing and maintaining evidence.
- Principles and practices of public relations and customer service.
- Modern office practices, procedures and equipment.

- 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.
- Legal and defensive driving practices.
- Modern law enforcement principles, procedures, techniques and equipment.

Ability to:

- Maintain a tracking system for evidence submitted and removed.
- Exercise sound judgment when responding to the public.
- Prioritize work to meet deadlines.
- Learn, interpret and apply local and State laws, codes and ordinances.
- Learn Department organization, operations, policies and objectives.
- Maintain records and prepare reports.
- Understand and follow oral and written instructions.
- Operate a variety of office equipment including a computer and assigned software.
- Observe legal and defensive driving practices.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

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 public relations experience preferably in the public sector.
- Training in evidence maintenance techniques is desirable but not required.

Licenses, Certifications and other Requirements:

- Valid California Class C driver's license.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.
- Driving a vehicle to conduct work.

Physical Demands:

- Dexterity of hands and fingers to operate assigned equipment.
- Hearing and speaking to exchange information.
- Sitting, standing or walking for extended periods of time.
- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.

Hazards:

- Hazardous chemicals.
- Contact with blood and other body fluids.
- Fumes and odors associated with evidence collected at crime scenes.

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.