

**CITY OF FORT BRAGG  
JOB DESCRIPTION**

**JOB TITLE: POLICE SERVICES TECHNICIAN**

**REPORTS TO: CHIEF OF POLICE      TYPE: FBPA**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**POSITION SUMMARY:**

The Police Services Technician / Property & Evidence performs a wide variety of administrative, clerical and reception duties in support of the Police Department, responds to a variety of inquiries in person and on the phone, screens and directs calls, greets visitors of the Department, performs Livescan fingerprinting for citizens, prepares and maintains files, records and reports, is responsible for all Property & Evidence intake, release and purging for the Department and processes all subpoena's received.

**ESSENTIAL FUNCTIONS:**

Regularly sits for long periods at a computer; frequently bends, twists, stoops and crouches while working at desk, filing and records handling; constantly uses both hands/arms in reaching, handling, grasping, and keyboarding while using a variety of office equipment; frequently uses a telephone and computer to communicate with coworkers and public; regularly stands to use a variety of office equipment; occasionally lifts and carries items up to 30 pounds; occasionally lifts above shoulder and head; occasional moving and servicing equipment such as copiers and FAX machines. Regularly communicates in oral and written form with co-workers and general public. Ability to remain calm during times of emergency. Frequently uses POST Guidelines for research.

Frequent mental alertness and attention to detail while setting priorities, meeting critical deadlines and following up on assigned tasks. Must possess effective written/oral communication and interpersonal skills with ability to deal with all levels of personnel and the general public in a professional and effective manner. Must be able to use initiative and independent judgment within established guidelines.

Must have ability to read/write and speak English. Must be able to enter data into computer accurately, read and understand all Departmental requirements, prepare and compile reports, schedule community events, handle sensitive and confidential information, frequently exercise independent judgment within established guidelines. Ability to safely operate a motor vehicle and occasionally work long hours.

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### **TYPICAL DUTIES AND RESPONSIBILITIES:**

- Greets telephone callers and visitors to the Department; screens and handles inquiries of a general or specific nature; takes messages.
- Maintains calendars of meetings and appointments.
- Types/word processes correspondence, agendas, minutes of meetings, memos, reports and forms from handwritten or typed draft, tape recordings and/or verbal instruction.
- Receives sorts, and directs incoming Department mail, prepares a wide variety of materials for individual and bulk mailings.
- Operates telephones, copier machines, FAX, CLETS teletype, Livescan fingerprint machine, PEBT Intoxilyzer, computers, and a variety of other office equipment.
- Establishes and maintains files and file systems of considerable volume and moderate complexity.
- Processes reports to be sent to the District Attorney for prosecution and to other agencies as necessary.
- Handles the registration of all Sex, Gang, Arson and Drug registrants within the City limits; update the records in accordance with the State of California.
- Ensures subpoenas are printed, logged into Department calendar, served, updated in ISubpoena and non-officer subpoenas returned to District Attorney. Keeps officers up to date with court dates. Submits non-availability forms for officers to District Attorney and Court.
- Creates files, agendas and attends meetings of Public Safety Committee for the purpose of taking minutes, notes or other documentation of actions. Keeping Granicus updated with information pertaining to all upcoming meetings;
- Processes applications, licenses, forms, fingerprints, report requests, and other materials constituting the Department's paper flow and record keeping.
- Receives and catalogs evidence and found property, maintaining records of property movement, processing, and disposition. Responsible for all items in the Property/Evidence Room.
- Responsible for submitting all evidence to the Department of Justice (DOJ) laboratories for processing and/or testing.
- Responsible for the production of destruction orders to be signed by a Judge for the destruction of all narcotics and firearms.
- Processes all evidence requests for the District Attorney's Office to include audio files, photographs, surveillance video and body-cam footage;
- May support Police Operations on special support assignments, including DUI checkpoint support, search warrant service support, and other non-hazardous assignments.

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- Makes automated notification to DOJ state mandated programs, and manages local supporting files.
- Assists the CLETS Agency Terminal Coordinator in enforcing system compliance laws and carrying out validation and audit responsibilities.
- Interprets documentation from Department of Motor Vehicles (DMV) and DOJ in order to verify pre-existing records for accuracy and validations; modifies as needed and makes entries of property, vehicles, firearms, protective orders, and missing persons.
- Monitors the DOJ C.H.O.P. and SAFE-T websites for updates of DNA testing results relating to crimes, and update case files accordingly.
- Responsible for the weekly backup of security cameras for the Fort Bragg Police Department.
- Responsible for the scanning of all parking citations and forwarding to Dataticket via email for processing. Process any reviews of parking citations for Supervisory review. Update Dataticket website with adjudications.
- Maintains and updates ID Manual and California Peace Officer Legal Sourcebook as required.
- Interacts extensively with the public, City and Department personnel and other law enforcement agencies on the telephone and in person in a courteous and respectful manner.
- Responds to requests for information in compliance with Departmental policy, legal and governmental guidelines;
- Maintains electronic and paper crime, arrest, and incident report files; ensuring such records are properly retained in accordance to Department policy and procedures.
- Checks electronic and paper documentation for completeness, accuracy and compliance with legal and other requirements.
- Accesses various local, state and national law enforcement systems to enter and retrieve information.
- Generates automated notifications to Department of Justice on state mandated programs and manages local supporting files.
- Codes and enters data into an automated records management database.

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- Retrieves, assembles and disseminates reports and information from files in an accurate and timely basis from Department staff.
- Posts weekly Booking Log, crime statistics and monthly calls for service reports to the City Website.
- Researches and provides information by phone, in person and by mail relating to crime, arrest and traffic reports; receives, verifies and accounts a variety of fees.
- Classifies incoming crime reports in accordance with the FBI Uniform Crime Reporting Criteria; minimizes classification errors.
- Ensures that records release and dissemination is handled in accordance with all applicable laws and regulations.
- Prepares criminal statistical reports required by the Police Department consistent with established deadlines.
- Maintains and purges reports in accordance with City and state guidelines;
- Processes and complies with subpoenas Duces Tecum and Discovery Orders.
- Record sealing - Seal and expunge criminal reports in accordance with City and state guidelines.
- Files and maintains a variety of records, forms and correspondence.
- Performs routine clerical duties, including processing mail, ordering office supplies, collating, copying, filing, scanning and faxing information.
- Responsible for Administrator of Livescan machine in Booking area.
- Monitors Police Department Facebook page, PD web site and Nextdoor for comments and posts information as needed.
- Performs other related duties as required.
- The Police Services Technician is not a "local safety officer" as defined in the California Public Employees' Retirement Law (PERL).

**MATERIALS, EQUIPMENT AND TOOLS THAT WILL BE USED IN THIS POSITION:**

Computer terminal, personal computer and programs such as Microsoft Office, Publisher, CLETS Computer System, Internet, Live Scan System/finger print machine, telephone, paper folder, typewriter, FAX machine, calculator (10-key tape type), copier, postage meter

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& scales, printer, copier, binding machine, shredder, motor vehicle, PEBT devices, Instruction and reference manuals; Portable, mobile and main frame radios; dubbin machine, tape and logging recorder; sealer; Spacesaver files.

**SPECIAL REQUIREMENTS:**

Possession of a valid Class C or higher California driver's license.

**DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Correct English usage, spelling, grammar and punctuation.
- General office practices and procedures.
- Office/accounting machines and desk-top computers used in word processing and record-keeping applications.
- General functions and activities of municipal government.

**Ability to:**

- Deal politely and effectively with the general public and personnel at other agencies.
- Type and/or word process at a minimum rate of 40 words per minutes.
- Record and prepare minutes of meetings.
- Perform responsible clerical duties including the use of independent judgment.

**REQUIRED EXPERIENCE/EDUCATION:**

High school graduate or GED.

**DESIRABLE EXPERIENCE/EDUCATION:**

- Public Records Act Course and/or Property and Evidence Management Course as certified by California Commission on Peace Officers Standards and Training (POST).
- One year's experience in clerical/administrative support, preferably in a public agency.

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**NOTE:** *Reasonable accommodations may be made for some of the non-essential requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*