

POLICE TECHNICIAN

DEFINITION

Under supervision performs non-sworn police work and support duties involving such areas as patrol, traffic, investigations, and community relations; performs other related work as required.

DISTINGUISHING FEATURES

Incumbents of this class perform specific assignments in accordance with departmental policies and procedures. Initially, supervision and training are given in detail and as the incumbent becomes more capable the incumbent will work with a higher degree of independence. Actual responsibilities will vary according to assignments. Incumbents may be assigned to one or multiple duty areas with reassignment based on operational needs of the department.

EXAMPLES OF DUTIES

1. Enforces traffic and parking ordinances including those related to abandoned vehicles and towing; writes parking tickets; orders vehicle seizures; investigates non-injury and minor injury traffic accidents; interviews witnesses and takes statements; ascertains accident sequences; prepares accident diagrams.
2. Performs traffic control; participates in crowd control activities.
3. Receives routine reports for nonhazardous crimes including burglaries, missing persons, auto theft, arson, annoying and/or obscene phone calls, and vandalism; ascertains value of stolen vehicles and other lost/stolen property; conducts initial investigations and prepares reports; assists in crime scene investigations; and transports detainees.
4. Conducts or assists in conducting witnesses and potential suspect interviews.
5. Responds to and investigates routine complaints.
6. Prepares case documentation of findings.
7. Develop and implement community crime prevention programs; prepares and makes presentations and conducts tours; participates in various community activities and projects.
8. Prepares and maintains various reports, logs, inventories and records; requisitions supplies, materials and equipment.
9. Assists with various other Police activities including conducting surveys and studies, routine report or investigation follow up, and transporting materials and supplies, ,
10. As necessary, responds to and assists at crime scenes and in other police activities.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school.

Experience: Two years of responsible public contact work experience requiring interpretation of complex instructions and rules. Volunteer or work experience in law enforcement or military service is desirable.

Knowledge

Knowledge of customer service principals and practices; designated computer software and applications; modern records maintenance practices and procedures; and safe work practices and procedures.

Ability

Ability to perform assigned work with speed and accuracy; operate computer equipment, a variety of office equipment and specialized police department equipment; read, interpret, apply and explain various codes, regulations, manuals, maps, etc.; establish and maintain accurate records; prepare reports concerning areas of assignment; communicate effectively; act with resourcefulness, courtesy and initiative; establish and maintain effective working relationships with employees and the general public.

OTHER REQUIREMENTS

Keyboard Skill

Ability to perform computer data entry and routine typing with speed and accuracy.

Special Requirements

Willingness and/or ability to work rotating shifts, including nights, holidays and weekends; work irregular duty assignments; wear a uniform and safety equipment; work outside in inclement weather; work under undesirable and hazardous conditions; conform to department grooming standards; successfully pass a background investigation; work alone; attend educational sessions as required; travel out of town for one day or more.

Physical and Mental Health

Candidates considered for appointment must pass a job related medical examination including a drug screening, have vision correctable to 20/30 and have normal color vision and hearing. Incumbents must demonstrate a state of physical and mental health consistent with the ability to perform assigned duties.

Other Requirements

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.