



Fairfax Police Department

Police Services Technician

POLICE SERVICES TECHNICIAN

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.

SUMMARY DESCRIPTION

Under general supervision, performs a wide variety of specialized and technical non-sworn law enforcement duties in support of Police operations and services including the areas parking enforcement, police dispatching, property and evidence, provides information and assistance to the general public; performs a wide variety of other non-sworn law enforcement, clerical, and administrative functions in support of Police services and activities not requiring Peace Officer status or other areas as assigned.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may or may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Perform a wide variety of specialized and technical non-sworn law enforcement duties in support of the Police services and operations to include:
- A variety of clerical and administrative functions and activities; prepares administrative reports for supervisory staff, submits payroll, provide training to new personnel related to area of assignment; attend committee meetings; disaster/emergency preparedness; assist with special projects as assigned and other areas as assigned.
- Fills in as police dispatcher/call taker as needed for vacancies, training, sick, vacation or other coverage needs.
- Responds to non-hazardous, non-emergency, and/or cold calls for service in-lieu of a Police Officer including: traffic collisions; hazard calls; prepare criminal and non-criminal police reports including traffic, thefts, lost/stolen/found property, vandalism/graffiti, and burglary reports; assist other agencies as required.
- Identify, document, preserve, and collect evidence at crime scenes as well as at major crime scenes in support of other personnel; perform photography duties as requested
- Perform a variety of duties to enforce specific sections of the California Vehicle Codes and Town of Fairfax municipal ordinances; proactively patrol Town to enforce parking codes and regulations; issue warnings and citations; have vehicles towed as required; advise the public on laws and regulations affecting parking.
- Provide traffic control including at potentially hazardous situations, traffic accidents, crime scenes, fires, funerals, special events, and during power outages and weather related incidents.
- Provide information and assistance to the general public; answer citizen inquiries and respond to complaints and requests for services from other department staff, the general public, other law enforcement agencies, and other agencies; provide information to violators, the general public, businesses, school communities, and other government agencies regarding codes, laws, and ordinances as well as department services, programs, and practices.
- Maintain various logs and records; gather information and prepare routine reports as assigned; enter, input, and retrieve a variety of information using a computer terminal. Fingerprint citizens for employment and licensing.
- Perform other duties as assigned.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Work hours: This position is generally assigned daytime hours. Employees however are subject to shift work including nights, weekends and holidays as needed for the efficient operation of the department due to wide range of assignments, including dispatching coverage.

Environment: Office and field setting; exposure to inclement weather conditions; some exposure to fumes, airborne particles, and toxic or caustic chemicals; some exposure to moving mechanical parts; extensive public contact; the noise level in the work environment is usually moderate but may be very loud due to sirens, etc.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and field setting; to walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; climb and balance; regularly push, pull, lift, and/or carry light to heavy weights; operate law enforcement and general office equipment requiring repetitive hand movement and fine coordination; and gripping with hands and fingers; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

Vision/Hearing: See in the normal visual range with or without correction; Hear in the normal audio range with or without correction.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Basic law enforcement organization, activities, terminology, practices, and regulations.
- Evidence collection methods.
- Basic bookkeeping and clerical accounting principles, practices and terminology.
- Modern office procedures, methods and equipment including computers.
- Principles and practices of record keeping and reporting.
- Principles of business letter writing and basic report preparation.
- Computer applications such as word processing, spreadsheets, and statistical databases.
- Safe work methods including safe driving principles and practices.
- Effective communication skills for gathering, evaluating and transmitting information.
- Principles and practices of customer service.
- Effective English usage, to include proper spelling, grammar and punctuation.

Ability to:

- Learn methods and techniques related to basic police functions.
- Understand, interpret, and apply pertinent federal, state, and local codes, laws, and regulations Including vehicle codes, penal codes, and municipal codes.
- Understand, interpret, and apply general and specific administrative and departmental policies, procedures, and guidelines.
- Prepare clear, concise, factual, and thorough reports and statements.
- Prepare, maintain, file, and index a variety of reports, records, and other written materials.
- Speak in public before large and small groups.
- Participate in planning, organizing, directing, coordinating, and evaluating assigned programs, projects, events, or technical area.
- Identify and respond to community and organizational issues, concerns, and needs.
- Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.
- Use and operate assigned tools and equipment including portable radio, camera, and evidence/fingerprint kit.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Communicate clearly and concisely, both orally and in writing.

- Establish and maintain effective and courteous relationships with the public and co-workers and contribute to a successful team effort.
- Operate and use various office equipment including a computer and various software packages.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade. Specialized clerical or law enforcement training is highly desirable.

Experience:

One year of increasingly responsible clerical, code enforcement, or related experience that includes a high level of public contact desired. Prior law enforcement experience is desirable.

License or Certificate:

Possession of an appropriate, valid driver's California Driver's License.

Special Requirements: Must pass a detailed background investigation