

City of Capitola

POLICE RECORDS TECHNICIAN

GENERAL PURPOSE

Performs a variety of administrative and record keeping functions including but not limited to computer data entry and record maintenance, customer service, and property/evidence room responsibilities.

SUPERVISION RECEIVED: Works under close supervision of the Police Records Manager.

SUPERVISION EXERCISED: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintains, processes and monitors complex, specialized technical, and sensitive police records and filing systems.

Process, file and retain both local and state Criminal Offender Record Information (CORI) and other types of police records, both current and archival according to law and Departmental policies, practices and procedures.

Purges and destroys old police records, citations and files according to legal and departmental retention and purging criteria.

Receives incoming calls, determines nature and urgency of calls, and coordinates appropriate response.

Assists the public in person at the Police Department's front office counter.

Operates a cash system and applies payment accurately and appropriately during the course of selling permits, accepting various payments, and releasing vehicles. Reconciles deposits.

Provides a variety of police related information and assistance to the public and governmental agencies.

Coordinates repairs and service on city-owned equipment.

Receives, dates, stamps and distributes incoming mail and ensures outgoing mail is processed.

Acts as court liaison for maintaining, processing and tracking subpoenas.

Assists in training and supervising volunteers, student interns and new or subordinate employees.

Issues parking permits. Maintains and tracks parking permit program.

Administers the City's parking adjudication program.

Prepares and composes a variety of reports, correspondence and forms.

Designs police flyers and brochures.

Transports files, parking meter proceeds and supplies weighing up to 60 pounds requiring use of hand truck.

Fingerprints members of the public, when required, for various licenses or permits

Maintains police blotter/media log.

Processes and files both moving and parking citations.

Enters and queries a variety of law enforcement and records management systems such as Alliance, LEADS, DMV, CLETS, NCIC.

Assists with preparation of the Uniform Crime Reports (UCR) and monthly arrest and citation register (MACR).

Prepares paperwork and coordinates with the Criminal Investigation Unit; Sex, Drug, Arson and Gang registrations.

Provides administrative support for the Police Chief, Captains and Criminal Investigation Unit.

Maintains and orders all office supplies.

Sign-off correctable moving and parking violation tickets.

Processes and coordinates with appropriate City departments and fire department for issuance of major and minor special event permits. Including, but not limited to entertainment, amplified sound, encroachment and banner permits.

Booking fee and DUI cost recovery collection agency liaison.

Performs police records technician/specialist job functions at offsite locations.

PROPERTY/EVIDENCE DUTIES AND RESPONSIBILITIES

Responsible for the receipt, custody, safekeeping, release, purging and destruction of all property and evidence received through the Police Department.

Respond to requests for examination of evidence items by other criminal justice agencies and release evidence for court proceedings.

Obtain court orders for the destruction or return of property.

Keep accurate and appropriate records in accordance with legal and Departmental requirements.

Arrange for transfer/disposal/destruction of all property received through the Police Department, including but not limited to firearms, narcotics, money and biohazard.

Prepares and maintains accurate records of found property and property sent to auction.

Ensures all property has been packaged and labeled correctly.

Research adjudicated criminal cases to determine if evidence can be disposed of according to current legal and departmental policies, practices and procedures.

Maintain accurate location and chain of evidence information in the Police Department records management system.

Assist with audit and inventory of property and evidence facilities.

Collects and disposes of prescription medication according to current legal and Departmental policies, practices and procedures.

Testify in court as necessary.

Asset forfeiture – keeps accurate, detailed record of deposit and final disposition of associated case.

Ensures appropriate distribution of funds per court order.

DESIRED MINIMUM QUALIFICATIONS

General: (A) Must be 18 years or older at the time of employment; (B) Must possess, or be able to obtain by time of hire, a valid California driver's license; (C) No felony convictions or disqualifying criminal histories; (D) Must be able to read and write the English language.

Education and Experience:

(A) High school diploma or GED equivalent; and (B) Two years of general office or records management experience, or (C) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

(A) Some knowledge of modern law enforcement principles, procedures, techniques, and equipment; (B) Ability to learn and operate listed tools and equipment. The ability to typed minimum 45 words per minute.

(C) Ability to learn the applicable laws, ordinances, and Department rules and regulations; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to follow verbal and written instructions. Ability to make sound judgments and decisions.

TOOLS AND EQUIPMENT USED

Includes, but not limited to telephone, personal computer including the Windows operating system, Office productivity and specialized software, copy machine, fax, cash register, calculator, hand truck, scanner.

PHYSICAL DEMANDS:

The physical demands described here 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 functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics 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. While performing the duties of this job, the employee occasionally works in outside weather conditions. The ability to work alone in a separate building while performing the property/evidence functions of this position. The noise level in the work environment ranges from quiet to moderately noisy. Multi-tasking is necessary as interruptions occur regularly.

SELECTION GUIDELINES:

Formal application, rating of education and experience, oral interview and reference checks. Job related and physical/medical exams may be required. Records technician will undergo extensive background investigative prior to being hired.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date: 07/05/15