

CITY OF LAKEPORT



POLICE RECORDS/EVIDENCE CLERK

Job Description

DEFINITION

Under general supervision of the Police Records Supervisor, perform a wide variety of specialized clerical duties in support of the Police Department, including process, maintain documents, correspondence and code reports; provide information and assistance to the public; assist in the operations of the Police Department's property and evidence department to receive, record, store, safeguard, load, transport, verify, release and disburse evidence and found or abandoned property; maintain separate property areas; perform related duties as required.

CLASS CHARACTERISTICS

The Police Records/Evidence Clerk is a non-sworn position and works under general supervision of the Police Records Supervisor and within a framework of established procedures, and is expected to perform a wide variety of general duties with only occasional instruction or assistance. Adequate performance requires knowledge of departmental procedures and precedents, and the ability to choose among alternatives in solving problems. The Police Records Clerk is expected to work productively even in the absence of a supervisor or lead worker. Employees in this class may often have contact with the public, answering a variety of procedural questions, or giving out factual information. Work is normally reviewed only on completion and for overall results.

ESSENTIAL FUNCTIONS

The following duties are typical for this classification. Incumbents 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.

Compile, enter, record and file a wide variety of police records, reports and materials, letters, complaints, booking information, restraining orders and citations, as well as, photos and videos that could depict graphic or violent situations.

Maintain the department's warrant system and send warrants to other agencies upon request.

Registration and record management of sexual, arson and narcotics offenders; including, but not limited to; fingerprinting, DNA swabbing, and photographing.

Process, sort, file, copy and distribute crime reports, traffic reports, citations, petitions and other materials to appropriate personnel; enter data into computer system.

Compile data form records or other information as requested; inform officers of pertinent information as related to other police departments or other agencies.

Post, record, file and issue receipts relating to the collection of various fees.

Operate a computer and printer to type, enter, modify and retrieve a wide variety of police reports and records, memos, letters and other materials. Work at a computer for extended periods of time to input and access data.

Maintain a variety of logs, including traffic accident logs, and logs of all stolen, recovered, stored or impounded vehicles.

Receive, load, transport, verify, code, store, and safeguard various items of evidence and property.

Keep accurate records of stored property and evidence to assure security and retrieval capability for court and audit purposes.

ESSENTIAL FUNCTIONS (Continued)

Release property to be used as evidence in court or returned to owners.

Forward and hand deliver evidence to various laboratories or experts for appropriate analysis.

Purge property pursuant to prescribed methods on a regular basis.

Store, package, catalog and destroy narcotics pursuant to prescribed methods.

Operate standard office equipment.

Establish and maintain a cooperative working relationship with fellow employees, sworn personal, representatives from other law enforcement agencies and the general public.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory performance. Equivalent to graduation from high school; supplemental coursework in a related field is preferred. Previous experience in public safety or clerical work preferred.

Knowledge, Skills and Abilities

Knowledge of pertinent Federal, State and local laws, codes and regulations; laws, regulations, practices and procedures pertaining to property and evidence collection, storage, handling, tracking, release, and disposal; fingerprint processing procedures according to California Department of Justice standards; process and procedures for requesting court orders; rules of evidence and basic criminal law; local government operations and procedures related to law enforcement; basic knowledge of the rules of evidence and laws pertaining to the maintenance, release and destruction of evidence; practice and procedures for the handling and disposal of hazardous materials and firearms. Maintain current knowledge of evidence and property storage and release procedures.

Ability to use correct English grammar, punctuation, and spelling; understand, communicate and follow verbal and written directions; provide a high level of customer service to the public and City staff in person or over the phone; apply and explain regulations, policies, and procedures; maintain accurate records, files and perform specific program activities; establish and maintain cooperative working relationships. Ability to learn and follow all City and departmental rules and regulations.

Working knowledge of general office procedures; computer operations including word processing and spreadsheet programs. Use common office software and applicable specialized law enforcement software.

Ability to work quickly and accurately on multiple tasks. Maintain confidentiality about information accessed in work activities; exercise tact and diplomacy in dealing with sensitive issues and critical situations; properly handle large sums of money, hazardous materials, firearms, biohazards and unusual items.

Travel to and attend out of area trainings from one to five days.

Special Requirements

Possess a valid California Class C driver's license. The ability to speak Spanish is preferred.

Receive satisfactory results from a background investigation, physical examination, and administrative screening which meet the established qualification standards.

PHYSICAL PROFILE:

CATEGORY II - MODERATE PHYSICAL EFFORT

DEFINITION

Positions in this category require normal physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or special physical qualifications.

CHARACTERISTICS

Work assignments for this category are normally located in a work environment which has no unusual physical requirements or environmental conditions, unless separately identified. Positions in this category require only light physical effort while performing such functions as typing, writing, filing computing, operating light office equipment, interviewing, counseling, researching, planning, analyzing, and supervising. Positions allocated to this category are distinguished by a lack of duties involving strenuous activities. These positions seldom lift more than 20 pounds.

OTHER FACTORS

Standing/Sitting: Ability to stand and sit with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Lifting Moderate: Lifting 50 pounds maximum with occasional lifting, pushing, and/or carrying of objects weighing up to 25 pounds.

Climbing: Ascending or descending ladders, using feet and legs and/or hands and arms.

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Agility: Ability to move quickly and easily occasionally including the ability to crawl, stoop or bend.

Temperatures: Works in temperature sufficiently high or low to cause marked bodily discomfort.


Chemical or Biological Agents: Regular contact with potentially harmful chemical or biological agents

Fumes/Odors: Potential inhalation or contact with vapors, dust or strong odors.

Color Vision: Ability to identify and distinguish colors.

Hearing: In the normal audio range with or without correction.

Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.

CLASS RANGE NO.	 GU139
FLSA	Non-Exempt
ADOPTION DATE	6/1/2022
REVISION DATE	
APPROVED BY:	