

**MUNICIPAL FIRE AND POLICE CIVIL SERVICE**

**CITY OF YOUNGSVILLE ---- PARISH OF LAFAYETTE**

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# OCCUPATIONAL INDEX TO CLASSES

## MUNICIPAL FIRE AND POLICE CIVIL SERVICE

### CITY OF YOUNGSVILLE ---- PARISH OF LAFAYETTE

#### POLICE SERVICE

##### LINE CLASSES

POLICE OFFICER \*

POLICE SERGEANT \*\*

POLICE LIEUTENANT \*\*

POLICE CAPTAIN \*\*

##### LINE SUPPORT CLASSES

SECRETARY TO THE POLICE CHIEF \*

POLICE RECORDS CLERK \*

EVIDENCE TECHNICIAN \*

\*Competitive class

\*\*Promotional class

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Original Adoption: 04-29-14

Revision Dates: 07-14-15

# POLICE OFFICER

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible, entry-level positions in the police department, the primary duties of which are protecting and safeguarding life and property within the community. Employees of this class are responsible for the enforcement of state and municipal laws, regulations, and ordinances. Work involves making regular patrols, enforcing traffic laws and investigating accidents, crimes or suspicious activity in accordance with prescribed departmental rules and regulations. Employees of this class work with a high degree of supervision, receiving specific instructions for most duties, with the authority to work independently in designated areas. Employees of this class report to and have work reviewed by a Police Sergeant. This class ranks directly below that of Police Sergeant.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Patrols an assigned area to discourage criminal activity, to discover crimes in progress and to report potentially hazardous conditions. Checks doors and windows of businesses to ensure security and to detect signs of damage or illegal entry. Stops and questions individuals who appear to be acting suspiciously or who seem to be out of place. Maintains covert surveillance of suspects or areas in order to detect illegal activity, establish probable cause or apprehend suspect. Frisks suspect by patting down outer surfaces of suspect's clothing to locate weapons. Engages in armed encounters with suspects to neutralize the threat to officers or the public. Arrests suspect, with or without an arrest warrant, by stating specific charges and advising suspect of Miranda rights. Books arrested persons and performs basic frisk and search to confiscate and record personal property during initial booking procedures. Obtains medical attention for arrested person who is ill or incapacitated, or for whom a health problem is indicated.

Patrols streets and highways in an assigned area in order to detect traffic violations, prevent accidents and assist motorists or pedestrians. Makes traffic stops and performs any other traffic control duties such as directing traffic, operating radar, and inspecting traffic control devices. Issues citations for traffic and parking violations, pursues vehicle operators committing traffic violations, conducts vehicle searches, and administers field sobriety tests. Protects accident scene from disturbance, identifies evidence, and photographs the accident scene. Interviews all witnesses and drivers involved in the accident. Assists in the removal of injured persons from wrecked vehicles and provides emergency medical assistance when necessary. Clears accident scene by contacting wrecker service and ensuring debris is removed from the roadway.

Responds to crimes in progress; communicates with headquarters and other police personnel using a police radio in order to send and receive information. Evaluates type and seriousness of a crime to determine if a detective is needed at the scene. Performs criminal investigations of cases involving assault and battery, burglary, theft, robbery, narcotics violations, forgery, missing persons and homicide. Accompanies victims of violent crime to a hospital for medical attention. Protects crime scene by establishing a perimeter and limiting access so evidence will not be disturbed. Identifies, collects, labels and preserves evidence, using appropriate procedures for protecting the chain of possession. Dusts for and lifts fingerprints at the crime scene. Interviews crime victims and witnesses, and interrogates suspects in order to evaluate responses and to obtain facts about a crime. Reconstructs the incident using available evidence and clues. Determines possible motive for crime by reviewing and analyzing available information. Develops descriptions of suspects wanted for questioning by searching departmental files and records and following-up on any leads. Secures and executes arrest or search warrants. Briefs other department personnel about the crime, victims, witnesses and possible suspects. Prepares for court testimony by reviewing the laws of evidence and all relevant information about the case. Testifies in court as necessary.

Participates in juvenile operations, including taking juveniles into custody who have committed a crime or delinquent act. Uses appropriate procedures for arresting and processing juveniles. Interviews juveniles, using established procedures that preserve the right of the child. Communicates with the parents or legal guardian to explain the law and penalties for alleged offenses and to offer guidance and support. Takes juveniles into custody who are in need of care, such as runaways or children who have been abandoned or abused. Investigates crimes against juveniles, using appropriate procedures to ensure the protection of the child.

Escorts bank or business personnel carrying large sums of money in order to provide security. Controls large crowds at athletic events, parades or other events. Controls and reduces the after-effects of a natural disaster by providing evacuation routes, emergency rescue, and support measures for those affected. Searches established geographic areas as part of a team to locate missing children or suspects. Practices to maintain proficiency in the use of firearms and self-defense techniques. Inspects and maintains equipment such as vehicles, weapons and radar to ensure that they are in good operating condition.

Completes standard forms, records and reports such as log sheets, daily work activities, vehicle mileage and maintenance, and crime reports following departmental procedure. Gathers and compiles information for reports by reviewing and analyzing data discovered in the investigatory process to ensure that reports will be accurate, complete, and clear. Exchanges pertinent information with other individuals or agencies relating to wanted persons, criminal histories, and stolen or missing property by entering and retrieving data using the NCIC computer network.

Maintains professional and effective police-community relations by communicating and enhancing an attitude of cooperation with all segments of the population through day-to-day

contacts with the public. Responds to questions and complaints from the public, exercising courtesy and tact.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Must possess a valid driver's license.

Must not be less than eighteen (18) years of age.

Police Officer YV Original Adoption: 04-29-14 Revision Dates:
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# POLICE SERGEANT

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions in the police department, the primary duties of which include the supervision of subordinate police personnel on one shift for an assigned division of law enforcement function or activity. Police Sergeants assume command of departmental operations in the absence of a superior officer, and assist in the supervision and management of specialized divisions, units, sections or platoons of the police department. Incumbents assist with training police personnel, and maintaining the records and equipment of an assigned division. Employees of this class work with a moderate degree of independence in the performance of their assigned tasks, reporting to and having work reviewed by a Police Lieutenant. The class of Police Sergeant ranks immediately below that of Police Lieutenant.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises the operation of one police department function or division. Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Sets task priorities for subordinates in order to best accomplish the goals of the organization. Sets long term goals for subordinates by identifying what must be done and establishing a timetable for completion. Deploys available man-power in a manner that most effectively provides the required services while minimizing expense. Dispatches officers via radio by selecting and contacting available units and by transmitting the location and nature of problem. Provides subordinates with the supplies, tools, and resources necessary to get their jobs done and ensures that these are used economically. Assumes command of departmental operations in the absence of a superior officer.

Inspects the appearance of subordinate personnel to ensure that they meet departmental standards for safety and propriety. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Counsels employees who are experiencing work problems in order to define the problem, identify ways to deal with the problem, and establish responsibility for solving the problem. Handles employee complaints and grievances by becoming aware of working conditions which may cause problems and complaints, providing an outlet for expressing complaints, and providing a procedure for the resolution of complaints. Maintains discipline among employees by conducting corrective interviews, recommending disciplinary action to the supervising officer, or notifying the employee of disciplinary action taken.

Patrols assigned area in order to increase police visibility, discourage illegal activities, discover crimes in progress, and maintain public safety. Stops and questions individuals who appear to be acting suspiciously, or who seem to be out of place, in order to check identification or determine reason for suspicious behavior. Patrols targeted areas of high crime incidence or gang violence using appropriate safety precautions, in order to dispense the gang or deter criminal activity. Patrols streets and highways in assigned area, with particular emphasis on high-traffic and high-accident locations, in order to detect and issue citations for traffic violations and to prevent accidents.

Protects crime scene by establishing a perimeter and limiting access to authorized persons. Evaluates the type and seriousness of a crime and, using departmental policy, determines if a detective is needed at the crime scene. Provides information to crime victims, explains procedures that will be followed in the investigation, or notifies them when property has been recovered or when suspect has been apprehended. Briefs other department personnel about the crime, the victim(s), and the possible suspects and witnesses. Identifies, protects, and documents any evidence found at the accident scene, in order to prevent the evidence from being destroyed and to provide a permanent record for later use.

Participates in the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Inspects and maintains equipment such as vehicles, weapons, and radar to ensure that they are in good condition.

Participates in the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and by periodically inspecting systems and facilities for maintaining such. Reviews reports by subordinates in order to determine if jobs were completed effectively and in accordance with departmental procedures. Gathers and compiles information for reports by reviewing and analyzing data such as notes or facts discovered in the investigatory process, in order to ensure that reports will be accurate, complete, and clear. Communicates all relevant information about an incident by writing a clear and comprehensive narrative report, which requires analyzing and logically organizing factual data and applying the basic principles of composition and grammar. Maintains suspect file by recoding and filing all personal information about a suspect including photographs, aliases, records of prior offenses, and any known acquaintances of the suspect, in order to facilitate the investigative process.

Outlines responsibilities and duties for subordinates, including explaining policies, procedures, and rules, so that they will know what they are expected to do and what results are expected from their performance. Provides on-the-job training for department members, including providing assistance in technical areas of work. Provides for employee growth and career development by giving constructive feedback on work performance, helping develop career goals and outlining ways to meet these goals. Motivates employees by evaluating their job needs and seeking ways of enriching the job to help each worker better satisfy those needs.

Promotes a positive public image of the work of the department through interaction in all settings with community members, providing assistance and information as needed. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Officer for at least one (1) year immediately preceding closing date for application to the board.

Police Sergeant YV Original Adoption: 04-29-14 Revision Dates:
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# POLICE LIEUTENANT

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions of law enforcement, the primary duties of which include the supervision and management of a specialized division, unit, section or platoon of the police department. Police Lieutenants participate in the personnel management function of the department, including conducting internal affairs investigations and background checks on applicants. Employees of this class are responsible for supervising the care, maintenance, and use of departmental equipment and supplies, and performing public relations duties. Police Lieutenants work with a high degree of independence in the performance of their assigned tasks, reporting to and having work reviewed by the Police Captain. This class ranks immediately below that of Police Captain.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Oversees the operation of one police department function or division. Supervises an assigned function of the department and participates in developing procedures to accomplish aims of the division, section, or service being supervised. Assumes command of departmental operations in the absence of a superior officer. Ensures that personnel are deployed in an efficient manner that provides the required services while minimizing expense. Monitors any local conditions which may create situations the department may be called upon to handle. Reviews incoming communications, handling matters, making assignments to staff, or writing comments and notes as necessary to route work to the appropriate person or location. Records pertinent information on log sheets relating to daily work activities, time usage, vehicle mileage or maintenance, crimes, and suspects. Oversees the dispatching of officers via radio by selecting and contacting available units and by transmitting the location and nature of the problem.

Recommends changes in operational procedures or policies based on evaluations of the effectiveness of current procedures. Handles employee complaints and counsels employees who are experiencing work problems in order to define the problem, identify ways to deal with the problem, and establish responsibility for solving the problem. Maintains discipline among employees of the department by conducting corrective interviews, recommending disciplinary action to the superior officer, or notifying the employee of disciplinary action taken.

Participates in an internal affairs review process to investigate any violations of the code of conduct for department members, in order to remove any unfit personnel and to correct procedural problems. Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations. Acts as a department representative to the news media, releasing information and answering questions concerning the work of the department.

Sets work schedules and approves leave, making sure that sufficient personnel are available to meet department staffing requirements. Outlines responsibilities and duties for subordinates, including explaining policies, procedures, and rules. Sets task priorities for subordinates in order to best accomplish the goals of the organization. Reviews work to be done and delegates assignments for the effective operation of the department. Sets long term goals by identifying what must be done and establishing a timetable for completion.

Participates in the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Inspects and maintains equipment such as vehicles, weapons, and radar to ensure they are in good operating condition. Locates and obtains cost estimates for repair and maintenance of department facilities, property, or equipment.

Patrols assigned area in order to increase police visibility, discourage illegal activities, discover crimes in progress, and maintain public safety. Operates police radio in accordance with department procedures. Uses computer information systems to enter/update/retrieve data relating to traffic violations, vehicle theft, and other criminal activity for use in solving crimes.

Promotes a positive public image of the work of the department through interaction in all settings with community members, providing assistance and information as needed.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a valid Louisiana driver's license.

Must be a regular and permanent Police Sergeant for at least two (2) years immediately preceding the closing date for application to the board.

Police Lieutenant YV Original Adoption: 04-29-14 Revision Dates:
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# POLICE CAPTAIN

(Promotional Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory and administrative positions, the primary duty of which is managing one or more police department services or divisions. Police Captains participate in the preparation and maintenance of departmental records and reports required to document department activity; perform public relations functions; and assist in managing the care, maintenance, and use of department equipment, vehicles, and property. Police Captains assist and advise subordinates in complex phases of the law enforcement operations of the department. Duties of this class are performed with little supervision with work reviewed by the supervisor only. This class ranks directly below the Police Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages an assigned function of the department and participates in developing procedures to accomplish aims of the division, section, or service being supervised. Oversees the departmental operations in the absence of the Police Chief. Manages the deployment available man-power in a manner that most effectively provides the required services while minimizing expenses. Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Sets task priorities for subordinates in order to best accomplish the goals of the organization. Sets work schedules and approves leave, making sure that sufficient personnel are available to meet department staffing requirements. Monitors work pace and progress of assigned jobs in order to determine if changes in method, additional training, assistance, or additional time are required. Monitors any local conditions which may create situations the department may be called upon to handle.

Oversees patrol of assigned areas, streets, and highways. Determines target areas for crime prevention or community relations efforts by analyzing local crime problems, using department records or information gathering devices such as polls and surveys to identify these problems. Trains subordinates in safety.

Answers inquiries or handles complaints from the public about the operation of the police department or any related areas of law enforcement operations. Promotes a positive public image of the work of the department through interaction in all settings with community members, providing assistance and information as needed. Acts as a department representative to the news media, releasing information and answering questions concerning the work of the department. Prepares news releases or any other type of official department position paper for publication.

Reviews reports written by subordinates in order to determine if jobs were completed effectively and in accordance with departmental records. Participates in the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and by periodically inspecting systems and facilities. Supervises the compilation and analysis of data for narrative reports.

Participates in an internal affairs review process to investigate any violations of the code of conduct for department members, in order to remove any unfit personnel and to correct procedural problems. Oversees and reviews inspections of assigned department services, evaluates the effectiveness of these services following inspections, and assigns appropriate action to correct or improve problem areas.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have and maintain a valid driver's license.

Must be a regular and permanent employee in the class of Police Lieutenant with at least two (2) years in that class immediately preceding the closing date for application to the board.

Police Captain YV

Original Adoption: 04-29-14

Revision Dates:

# SECRETARY TO THE POLICE CHIEF

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible clerical position, the primary duty of which is assisting the Police Chief by providing administrative support and performing clerical duties and office functions. The Secretary to the Police Chief receives, processes and files records and reports of the department and maintains scheduled appointments for the Police Chief. The incumbent of this class prepares departmental payroll records, assists in the preparation of the departmental budget, and acts as a receptionist for the police department. The Secretary to the Police Chief performs routine duties independently with some supervision, reporting to and having work reviewed by the Police Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages bookkeeping of all department accounts in order to maintain accurate fiscal records. Gathers information to be used in budgets by compiling information and computing salaries, hours, overtime and related data. Keeps accounts showing money and assets of all police department operations. Authorizes expenditure of funds allocated for police department operation, making sure that such expenditures are in accordance with the budget. Reviews and signs purchase requisitions, vouchers for payment, or related financial records and sees that they are in accordance with departmental policy. Posts items into journals, ledgers, or other accounting records and balances as required.

Supervises the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and such. Maintain all department records filed and delivered to the District Attorney. Checks department records and reports for completeness, accuracy, and conformity to established procedures. Monitors the storing, use and reprinting of agency forms. Completes all records and reports required or assigned. Proofreads typed materials and corrects errors. Checks accounting records for mistakes and completeness. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills.

Sets up and maintains a filing system. Periodically inspects filing systems and facilities. Briefly reviews correspondence, reports, drawings, and other materials to be filed to determine subject matter. Files correspondence, cards, forms, records, or reports in hard copy files or computer database where they are organized. Maintains records on the location of materials removed from files and traces missing files. Disposes of obsolete files and records in accordance with established retirement schedules or legal requirements. Maintains a library or archives of materials for future use or reference by department personnel.

Maintains logs, records, or files of personnel matters, including time, leave and attendance, salary, performance evaluation, and disciplinary information. Compiles schedules of staff members to avoid conflicts. Takes complaints from employees about pay and deals with payroll section regarding errors, changes, or other matters related to payroll. Prepares and issues enrollment cards and other documents required in the administration of the employee benefit program. Maintains a roster of department personnel including names, addresses, telephone numbers, and other pertinent information.

Gets estimates on repair costs and determines which repair service should be used. Locates repair services and arranges for repairs and maintenance of all department buildings, property, or equipment, or assigns such to qualified department personnel. Disburses supplies and equipment to police personnel as required. Checks all police department equipment such as communications systems or police units on a regular basis to assure that equipment is in correct operating condition.

Schedules appointments for the Police Chief, including keeping records of schedules and notifying the Police Chief of scheduled events. Acts as receptionist to visitors to the department. Directs visitors to appropriate individuals or offices. Answers telephone inquiries about operation of the police department or any related areas of law enforcement operations. Opens, sorts and distributes mail. Places calls and handles routine questions and requests following department procedures.

Performs any related duties assigned.

### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Secretary to the Police Chief YV

Original Adoption: 04-29-14

Revision Dates:

# POLICE RECORDS CLERK

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible clerical positions, the primary duties of which are receiving and processing records and reports of the department. Police Records Clerks complete assigned records and enter such information into the department computer, perform typing and filing duties, and act as receptionists for the department. This is a responsible clerical position, apart from the police line classes. Employees of this class perform routine duties independently, with general supervision from the Secretary to the Police Chief who is the immediate supervisor of this class.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives department records and reports and processes or files them according to department procedures. Briefly reviews correspondence, reports, drawings, and other materials to be filed to determine subject matter. Files correspondence, cards, forms, records, or reports in hard copy files or computer database where they are organized alphabetically, numerically, chronologically, or by subject matter. Conducts data input of daily activities of the police department. Extracts information or summarizes contents of files for use by department personnel. Locates and retrieves information or documents from hard copy or computer files. Traces missing files.

Acts as receptionist to visitors, screens visitors to determine their business, and directs them to appropriate individuals or offices in the department. Answers any telephone calls coming in on assigned lines and handles routine matters or transfers caller following department procedures. Answers questions and handles any routine requests or complaints by visitors to the office. Reads incoming materials and sorts according to subject matter. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions. Places telephone calls for the department.

Accounts for the money and assets of an assigned division of the department. Collects fines and bond money and issues receipts. Compiles spreadsheets for balancing fines and court costs. Posts items into journals, ledgers, or other accounting records and balances these at the end of the month.

Operates a computer terminal in order to enter or remove information from files. Operates copying machine or duplicating machine to make copies of department documents when required. Operates a calculator, or computer software application to assist in making mathematical computations.

Performs any related duties assigned.

## **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, general educational development (G.E.D.) certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or G.E.D. certificate.

Police Records Clerk YV Original Adoption: 04-29-14 Revision Dates:
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# EVIDENCE TECHNICIAN

(Competitive Class)

## **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible non-supervisory position in the Police Department, the primary duties of which are the accurate collection and record keeping of all evidence. The Evidence Technician is responsible for maintaining the integrity of all evidence and records, as well as assisting superior officers with other administrative duties. The employee of this class reports to and performs their duties under the general supervision of a superior officer as designated by the Police Chief.

## **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives, sorts, and secures all property delivered to the evidence room and verifies evidence reports against property. Oversees the preparation, identification and maintenance of assigned evidence and is accountable for the security of the evidence room. Maintains an accurate inventory of all property transfers and releases, matches stolen and lost property with inventory, and corresponds with officers and the public regarding the disposition of property. Prepares unreturnable items for disposal in a manner prescribed by department policies. Transports evidence to forensic labs or other agencies for investigation and analysis. Aids in the development and presentation of departmental training related to evidence.

Assists superior officer with the accounting of monies and assets of the evidence division. Oversees the maintenance of evidence records and reports by reviewing records and periodically inspecting maintenance systems. Prepares and maintains detailed records, personally filing all documents required and prepares any documentation for court presentation. Maintains detailed filing systems and records on all booked property, including photographs. Writes and maintains records of evidence, both manually and computerized, including custody documents and property receipts. Develops new forms or revises old ones to improve accuracy and efficiency of documentation. Assists detectives in an administrative capacity when required.

Maintains inventory and orders supplies and equipment for the department. Inspects equipment and supplies and distributes those supplies as required. Prepares purchase requisitions for an assigned division and gets estimates on repair costs for equipment. Assists superior officer in locating repair services and arranges for repairs and maintenance of all equipment.

Opens, sorts, and distributes incoming mail, handles telephone calls, and monitors appointments and meetings for the evidence division. Acts as receptionist for the department, screening visitors and directing them to appropriate personnel. Effectively communicates through writing

and promotes a positive image of the work of the department.

Performs any related duties assigned.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Evidence Technician YV Original Adoption: 07-14-15 Revision Dates:
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