

City of Watsonville Job Description



JOB TITLE:	Police Service Specialist	DATE APPROVED: January 2001
DEPARTMENT:	Police Department	DATE MODIFIED: August 2014
REPORTS TO:	Assigned Supervisor or Manager	
SUPERVISION:	None	
EMPLOYEE UNIT:	OE3 Miscellaneous	
FLSA:	Non-exempt	

JOB SUMMARY: The Police Service Specialist is either assigned to field duties, vehicle abatement or the support services division and may receive cross training in all fields. Depending on area of assignment, the Police Service Specialist assists law enforcement officers in responsible public contact work; conducts traffic control; performs crime scene investigative duties; takes non-emergency reports; issues citations; handles hazardous substances; registers crime offenders who are required to register per their offenses and, maintains accurate records and logs related to assigned duties.

EXAMPLES OF ESSENTIAL DUTIES: Duties may include, but are not limited to, any combination of the following:

- Performs responsible, technical, police services assistance duties in assigned area(s)
- Reviews and responds to various citizen inquiries and requests; provides general assistance, direction, or referral as appropriate
- Takes and completes required Police reports in non-emergency incidents where Police Department action is requested
- Conducts traffic control in a variety of situations; natural disasters, accidents, fires, funerals, etc.
- Testifies in court as necessary
- Performs crime scene investigative duties
- Conducts vehicle abatement duties
- Tows vehicles and fills required CHP forms
- Registers and maintains files of sex offenders, drug offenders, and/or arson offenders with registration requirements
- Follow-up on missing person cases via telephone or with assistance from sworn staff if in person
- Searches for, identifies, collects, preserves and processes evidence ranging from microscopic to large, heavy items
- Performs searches and/or pat-downs on suspected persons
- Collects urine samples from suspected persons when requested
- Be available for 24-hour on call status when requested

- Photographs and sketches crime scenes
- Assists the Investigation Bureau in crime analysis and other duties as assigned
- Works in the Support Services division with the Investigation Bureau
- Works in the Property and Evidence division and performs the basic functions of a property and evidence technician occasionally or as needed for cross-training or to fill in a temporary void in the division
- Issues citations for Municipal and vehicle code violations
- Handles hazardous substances including but not limited to , contaminated blood, urine, and semen
- Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- functions, procedures and policies of a municipal police department
- basic knowledge of laws of arrest, search, and seizure
- police radio procedures
- computers and various software
- proper English usage, spelling, grammar, vocabulary, and punctuation

Ability to:

- learn, appropriately apply, and clearly explain regulations, codes, and ordinances
- properly operate mobile and hand-held police radio
- understand and follow oral and written instructions in an independent manner
- effectively and tactfully communicate in both oral and written forms
- deal courteously and effectively with members of the general public
- compile, complete, and maintain accurate records
- establish and maintain effective work relationships with those contacted in the performance of required duties
- speak English/Spanish highly desirable

PHYSICAL REQUIREMENTS: Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- drive a vehicle
- distinguish colors
- intermittently bend and twist to reach equipment surrounding desk
- crouch, kneel, stoop, squat; push/pull file drawers and supplies, reach in all directions
- bend and lift up to 50 lbs.
- work with hazardous substances such as contaminated blood, urine, and semen
- see adequately to read text, correspondence, forms with fine print with or without correction

- hear adequately to converse on a telephone and in person with or without correction
- use a copy machine, calculator, telephone, and write or use a keyboard
- grasp files, documents, and equipment with right and left hands
- climb stairs
- climb up to and into a Police van
- work indoors using near vision for prolonged periods
- work indoors in an office environment subject to heat/cold and fragrances
- work outdoors for prolonged periods of time
- walk on uneven surfaces

SPECIAL REQUIREMENT: successful completion of a background investigation which may include a polygraph , credit history, driving record, criminal activity, military and employment records, and character references.

TRAINING AND EXPERIENCE

Any combination of training and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

High school graduation or GED and two years of experience as a Police Officer, Municipal Court Clerk, Police Records Clerk, or in a related job.

Licenses/Certificates:

- Possession at the time of hire and continued maintenance of a valid California Driver's license and safe driving record.