



## CSO/PROPERTY & EVIDENCE TECHNICIAN

Department:	<b>Police</b>	FLSA Status:	<b>Non-Exempt</b>
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**GENERAL PURPOSE:** Under the direction of the Deputy Chief or his/her designee, serves as the Police Department's Community Service Officer; coordinates community events; performs routine police support work in a non-sworn capacity; conducts minor crime investigations; processes and maintains crime scene evidence; prepares and maintains law enforcement records and reports; supports/back up the CSO/Animal Control in the collection and transportation of animals, and enforcement of laws and local ordinances governing licensing, impounding, and disposal of animals; and performs other related duties as assigned.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs the duties of Community Service Officer; develops, maintains, and facilitates positive relationships between the Police Department, community organizations, and the general public.
- Plans, coordinates, and implements a variety of special events hosted by the Police Department.
- Assists in coordinating the Neighborhood Watch Program and/or other related crime prevention events.
- Provides support and assistance to sworn officers; responds to non-hazardous calls for service.
- Performs home security checks, traffic control, and parking/code enforcement duties.
- Serves subpoenas to civilians and law enforcement personnel.
- Conducts investigations of minor crimes; prepares related reports; provides court testimony.
- Documents, collects, preserves, and processes evidence at major crime scenes.
- Transports evidence to the Department of Justice Lab for testing.
- Checks in, tracks, and maintains all property and evidence held by the Police Department.
- Assists in maintaining jail facilities; processes fingerprints; performs matron duties.
- Schedules and conducts applicant fingerprinting.
- May serve as liaison between the Police Department and the District Attorney's Office.
- Performs records management and/or dispatch duties as required.
- Serves as primary contact for crossing guard personnel; conducts crossing guard duties as required.
- Assist or serve as a back up to the CSO/Animal Control.
- Patrol the City and respond to calls for service involving animal complaints.

**JOB DESCRIPTION**  
**CSO/PROPERTY & EVIDENCE TECHNICIAN**

- Help maintain records related to animal control operations.
- Conduct a variety of animal control operation duties to include investigations of animal bites, the handling of dead animals, and the operation of a City animal control vehicle.
- Performs other related duties as assigned or required.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

High School Diploma or equivalent; AND three year clerical experience within a law enforcement environment; OR an equivalent combination of education and experience, AND experience working with animals.

**Required Licenses or Certifications:**

- POST Evidence Technician training is desirable.
- Must possess a valid California Driver's License.

**Required Knowledge of:**

- Police Department operations, policies, and procedures.
- Law enforcement programs and community based events.
- Principles and practices of events management.
- Methods and techniques for investigating crimes.
- Procedures for collecting, processing, and maintaining evidence.
- Law enforcement records, reports, and documentation.
- Animal Disease and Illness.

**Required Skill in:**

- Serving as Community Service Officer and coordinating community events.
- Providing support to officers and performing a variety of non-sworn duties.
- Preserving, collecting, and processing crime scene evidence.
- Ensuring the proper handling, storage, and destruction of evidence/property.
- Investigating minor crimes and preparing related reports.
- Establishing and maintaining cooperative working relationships with other staff, outside agencies, community organizations, local businesses, and the general public.

**Physical Demands / Work Environment:**

- Work is performed in and around law enforcement facilities and in the field.
- Subject to sitting for extended periods of time, standing, walking, bending, reaching, crouching, climbing ladders, and lifting of objects up to 25 pounds.
- Exposure to variable weather conditions, vehicle traffic, hazardous materials/chemicals, infectious diseases, blood borne pathogens, bodily fluids, and potentially combative individuals is involved.