

## YUBA COMMUNITY COLLEGE DISTRICT

**CLASS TITLE:** POLICE SERVICES TECHNICIAN  
**AUTHORIZED POSITION:** CLASSIFIED  
**ASSIGNMENT LOCATION:** DISTRICT

**BASIC FUNCTION:** Under direction of the Chief of Police to perform a variety of complex clerical duties and provide administrative support for police-related activities to include correspondence, reports, parking services, and developing police schedules. The duties and responsibilities for a Police Services Technician require a high degree of both field experience and administrative skill.

### **REPRESENTATIVE DUTIES:**

Perform mandated records management responsibilities. Ensure that the YCCDPD Records practices conform to all applicable state, federal, District and YCCDPD guidelines regarding processing, retention and/or release of record information. (E)

Perform the operation of record management for lost and found property within the YCCD Police Department. Receive general direction from the Chief of Police or Officer in Charge (OIC), including but not limited to: establish schedules and methods for police records management and property unit operations; implement policies and procedures. (E)

Recommend improvements and modifications; prepare various reports on operations and activities. (E)

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, material and supplies; monitor and control expenditure. (E)

Maintain security and confidentiality of police records; ensure state guidelines are followed regarding release of police records; review the sealing of records; review and respond to routine and non-routine subpoenas and requests for disclosure of public information; receive, prepare, and complete audits with the Department of Justice on data entry and certification of records. (E)

Oversee record keeping systems and proper classification of police crime reports; ensure accurate and timely preparation of statistical reports such as Uniform Crime Report and monthly arrest and citation register. (E)

Act as custodian of records in the absence of the Chief of Police. Develop and implement policies and procedures for receipt, storage, security, and release of property under the control of the property unit; perform regular, detailed audits of stored items; ensure integrity of records associated with inventory control and documentation; serve as liaison with investigations and patrol staff regarding property handling and security. May be required to testify in court regarding police records and/or property chain of custody issues. (E)

Coordinate staff training; answer questions and provide information to the public as appropriate; research questions and recommend corrective action as necessary to resolve issues. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service. (E)

Be required to access confidential criminal records, Department of Motor Vehicle records, or other criminal justice information, much of which is controlled by statute. (E)

Perform secretarial and administrative support duties to relieve the Chief of Police of clerical and technical detail; perform multiple projects concurrently and meet fluctuating deadlines; perform various clerical and record keeping assignments, such as type police reports, prepare crime beat statistics, and maintain calendars. (E)

Perform parking enforcement duties to include coordination with the contracting agency to process parking tickets; review citations for complete information; review monthly printouts and disbursements; identify problem citations and resolve; maintain manual and automated parking citation system; process appeals and correspondence for moving violations; download ticket information from hand held ticket machines; respond to questions on citations; and assist in monitoring the parking budget. (E)

Design, order and distribute parking permits; process requests for temporary parking permits for visitors and special events; maintain a records system to retrieve information as needed. (E)

Assist in the coordination of the Student Cadet Program; verify eligibility; schedule interviews; process employment forms; prepare duty schedules; train aides and student cadets regarding office procedures and writing citations; and perform other related duties. (E)

Schedule training programs for police student cadets, aides and employees as needed; prepare certificates of training and perform other related duties; and process timesheets.(E)

Prepare police work schedules for police officers and police cadets to cover normal schedules and special activities; maintain activity reports and logs. (E)

Insure that revenue from parking meters is collected and processed; may also collect the revenue. (E)

Receive and interview callers and visitors; refer to appropriate staff member; use police radio to contact police officers. (E)

Maintain confidentiality of sensitive materials and information. (E)

Order and maintain office supplies and assure proper functioning of office machines; arrange for repairs as needed. (E)

Support First Responder who may respond to incidents involving explosives; indirectly assist in a support role identifying potential terrorist bombing targets and describes pre-attack indicators and tactics and techniques likely to be used during attacks on those targets. (E)

Dispatch and/or assist in a support role actions required to direct and participate in a safe and effective response to incidents. (E)

Review and update under the direction of the Chief of Police how to adjust normal response policies, procedures and tactics during special situations to produce safe and effective operational responses. (E)

As per the District's Emergency Operations Plan and District Policy, assist the Chief of Police to plan and coordinate the District's emergency preparedness activities; may be asked to represent the District on the County Emergency Council and Disaster Resistant California Community Colleges Committee; assist the Chief of Police to coordinate emergency services activities with those of the County, State and Federal governments, cities, other special districts, and associated emergency services organizations;

assist the Chief of Police to plan and organize the emergency preparedness activities, programs, and operations of the District; determine and establish suggested priorities; review and update policies and procedures; may serve as a backup for police emergency responses involving activation of the incident command post; is responsible for the equipment and support gear such as mapping, GPS, communications and scene management gear in the vehicle; provide direction and maintain the emergency response team equipment. (E)

Assist the Chief of Police to train and evaluate the emergency preparedness of district staff as Department Safety Leaders. (E)

Assist the Chief of Police to plan, organize and implement the emergency preparedness policy as approved by the Board of Trustees; assist the Chief of Police to develop plans to mobilize materials and human resources to meet emergencies; develop and conduct tests and exercises to determine adequacy of emergency and disaster preparations. (E)

Assist the Chief of Police to develop and plan for maintaining an approved emergency operations center and local department operations centers including procedures; assist the Chief of Police to establish and maintain a multi-system for alerting District officials, staff, faculty and student in the event of an emergency. (E)

Assist the Chief of Police to write updates and present the Districts Operational Plan for review once a year; update and publish the Emergency Preparedness Handbook every two years. (E)

Respond to police activities throughout the County and State, as required. (E)

Assist the Chief of Police to analyze and evaluate the effectiveness of existing operations and implement improvements in emergency preparedness planning and response. (E)

Serve on District advisory bodies dealing with emergency planning for all students, faculty, and staff including special needs populations; sit on the District's Safety Committee; conduct a student, faculty and staff information program to encourage interest in emergency preparedness; give presentations before various groups; attend emergency preparedness meetings of local, county, regional, state and federal officials. (E)

**ABILITY TO:**

Read, interpret, apply and explain District and police policies, procedures and regulations, Penal Code, Vehicle Code, Government and Evidence Code

Compile information and write reports, business correspondence, and procedure manuals

Read, interpret, apply and explain program policies and requirements

Develop routine and complex reports and correspondence using correct English usage, grammar, spelling, punctuation and vocabulary

Present information in person or on the telephone to students, staff, or the public and official public agencies

Pass a complete background investigation

Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

Learn quickly and apply specific laws, regulations, rules, policies and procedures of the department and functions to which assigned

Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form

Analyze situations accurately and use an effective course of action

Interpret a variety of instructions furnished in written, oral, diagram, or schedule form  
Learn quickly and apply specific rules, policies and procedures of the program and function to which assigned  
Exercise good judgment and discretion in analyzing and resolving confidential, difficult and sensitive situations  
Operate a two-way radio and use radio codes

**KNOWLEDGE OF:**

Modern office practices, procedures and equipment, including letter and report writing, financial and statistical record-keeping, receptionist and telephone techniques  
Research methods and techniques  
Office management techniques  
Perform difficult and complex secretarial and office management duties  
Operate mainframe computer terminals and microcomputers including word processing, data base management, spreadsheet, graphics and desktop publishing software  
Operate office equipment including copier, calculator, facsimile machine and others  
Operate an electronic keyboard at 45 words per minute  
Learn laws, regulations and policies related to assigned areas of responsibility  
Record and transcribe information accurately at an acceptable rate of speed  
Format, type, proofread and distribute documents and other written materials  
Train and provide work direction to others  
Establish and review work priorities  
Meet demanding schedules and multiple, often conflicting timelines  
Maintain accurate statistical and financial records  
Plan and organize work  
Establish and maintain effective and cooperative working relationships with others  
Work confidentially with discretion  
Demonstrate a sensitivity to relate to persons with diverse socio-economic, cultural, and ethnic backgrounds, including the disabled  
Work effectively and independently with minimal supervision  
Perform assigned work with speed and accuracy  
Use word processing, graphics and desktop publishing software to prepare a variety of documents and printed materials

**EDUCATION AND EXPERIENCE:** Graduation from high school including or supplemented by clerical training and three years of increasingly responsible clerical experience which includes the operation of microcomputers using word processing, spreadsheet and data base management software or any combination of training, experience, and/or education that provides the required knowledge, skills, and abilities. Previous police related experience desirable.

**CERTIFICATES, LICENSES, REGISTRATION:**

Possess a valid California driver's license. The position requires a California Peace Officers Standards and Training Commission (P.O.S.T.) certified Public Records certification. **Be able to obtain certification of community services officer within one year of employment.**  
Valid California Class III or Class C driver's license  
Valid Red Cross First Aid and CPR Certificates  
Fingerprint search through the California Department of Justice and the FBI is required.

**PHYSICAL ABILITIES:**

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

Sit for long periods of time

Use hands and fingers to operate an electronic keyboard or other office machines

Reach with hands and arms

Stoop or kneel or crouch to file

Speak clearly and distinctly to answer telephones and to provide information

Hear and understand voices over telephone and in person

Attend meetings

Pick up or deliver materials at other campus locations

Lift, carry and/or move objects weighing up to 10 pounds.

Vision (clear vision at 20 inches or less) and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

**WORK ENVIRONMENT:**

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

Available to work a 24/7 shift, including weekends and holidays

Office environment

Subjected to continual interruptions

Exposed to the risks of computer-generated video radiation

Noisy