



# POLICE DEPARTMENT

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## JOB DESCRIPTION

# POLICE SERVICE ASSISTANT

Salary Range: \$17.83 – \$21.34

### **DEFINITION**

Under general supervision, performs a variety of non-hazardous technical and clerical duties in support of police department operations, maintains custody and control of evidence and provides information and assistance to the public.

### **DISTINGUISHING CHARACTERISTICS**

Police Service Assistants are not peace officers and are not required to complete POST training.

An individual holding the position of Police Service Assistant is expected to be familiar with and ensure that they abide by the Eight Fundamental Rights of Management at all times. The Eight Fundamental Rights of Management are as follows:

- Be Loyal; to the lawful interests and needs of your employer
- Be Subordinate; comply in the letter and spirit with lawful organizational directives (i.e., values, rules, regulations, policies, procedures, customs and practices)
- Be Available; attend work on a regular and predictable basis and be available for work while at work
- Be Competent; mentally, medically physically and psychologically
- Be Productive; give a full day's work for a full-day's pay
- Be Adaptive; adjust to change
- Be Responsible; accept the consequences of your decisions
- Be Respectful; be nice, easy to get along with and work with others in a harmonious work relationship

### **ESSENTIAL JOB FUNCTIONS**

#### **EVIDENCE CONTROL**

- Receives, stores, maintains, inventories, and arranges disposal of physical evidence; determines proper storage location; maintains documentation of chain of custody; tracks all impounded vehicles and found property; disposes of evidence and property in accordance with written authorization and applicable regulations and procedures.

- Ensures adherence to policies and procedures that address evidence, found property and items for safekeeping.
- Stays current with local, state and federal laws and legislation pertaining to evidence and property while strictly adhering to nationally accepted standards and CALEA requirements.
- Attends formal training in evidence handling procedures; becoming certified to handle evidence and testify in court proceedings.
- Prepares and occasionally transports evidence to the crime lab for analysis.
- Performs an annual inventory audit of high risk items in possession of the PD as well as a full audit of all items when there is a personnel change regarding authority to handle/log/store and dispose of evidence.
- May respond to scene of incident to assist with documentation of time line, photo log, collection and transportation of evidence.

#### **TECHNICAL AND CLERICAL DUTIES**

- Provides information and assistance in response to citizens' inquiries and/or directs them to appropriate staff for additional assistance. Assist customers at the front counter in a variety of needs. To include, but not limited to, solicitor and liquor licenses; take fingerprints; issue dog and bicycle licenses; provide departmental forms.
- Import photos and files to law incident and name records; Prepare and redact reports, audio, video, and photos for defense attorneys; Disseminate reports, audio, videos, photos to outside agencies.
- Complete Sex Offender Registry; initial registration, changes and annual verification of Sex Offenders living and/or working inside City Limits, taking major case prints and DNA samples of offenders which are stored and maintained by the evidence custodian.
- Process solicitor and liquor licenses, including reference checks for applicants.
- Seals court-ordered and juvenile records; Redacts adult and juvenile records; Maintains compliance with state regulated confidential information.
- Maintain inventory and operations of Incident Command Unit, Incident Trailer, Emergency Operations Center and related storage areas keeping them fully stocked and “in-ready” condition to respond to manmade or natural disaster.
- Maintain supplies for officers and detectives to use at crime scenes and processing evidence.
- Subpoena service
- Train, supervise and direct high school interns; Assign projects and daily duties; Track and maintain schedules.
- Assist with transportation and/or testing of prisoners of opposite sex; transports victims and witnesses to various destinations.
- Perform the duties of an emergency services dispatcher when needed to cover absences of regular dispatchers. Maintain related certifications.
- Other related duties or responsibilities as required.

## **DESIRED QUALIFICATONS**

### **KNOWLEDGE OF:**

- Department organization, policies, procedures, and directives;
- Knowledge of local, state and federal laws pertaining to evidence and property while strictly adhering to nationally accepted standards and CALEA requirements;
- Principals, practices, and procedures used in evidence collection, storage and disposal;
- Clerical procedures, practices, and terminology applicable to word processing and managing files and records;
- Principles and practices applicable to customer service and interviewing;
- Capabilities and procedures for utilizing computer hardware and software; and
- The meaning and spelling of words, rules of composition, and grammar in the English language.
- Effective and professional communications through written, oral and mechanical media.

### **ABILITY TO:**

- Deal courteously with the general public.
- Establish and maintain cooperative working relationships with coworkers and other City employees.
- Understand and apply laws and regulations;
- Use relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards;
- Effectively communicate in person, by telephone and radio;
- Develop and maintain constructive, cooperative, and effective working relationships with people and organizations encountered in the course of performing duties;
- Communicate effectively with individuals in a variety of different emotional states, from a variety of different backgrounds, and with different educational backgrounds and mental capacities;
- Follow written and verbal instructions;
- Operate and have basic computer knowledge. Enter, transcribe, record, store, or maintain information in written or electronic form;
- Recognize and respond to changes in circumstances or events;
- Work effectively under the pressure of emergencies and conflicting demands;
- Tend to multiple tasks at the same time.
- Write accurately, concisely, legibly, and with correct grammatical construction and spelling.
- Apply selected knowledge (e.g., laws, statutes, court decisions, department policies , etc.) in collecting, organizing , and analyzing a variety of information in order to decide on an appropriate and reasonable course of action.
- Analyze problems and have the potential to rationally and calmly take effective action in emergency and stressful situations.
- Work irregular and on-call hours, including weekends, evenings and holidays.
- Operate a vehicle safely

## **EDUCATION/EXPERIENCE:**

Any combination of experience and training that would provide the required knowledge, skills, and abilities may be used to qualify for employment. A typical way to obtain the knowledge, skills, and abilities is described below.

- At date of application filing, must be a high school graduate or possess a GED equivalent.
- At date of appointment, must possess a valid Nevada Driver's License
- One year of office work performing word processing tasks and interacting with members of the public to obtain and provide information.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Read reports, graphics, and maps;
- Perceive conversations among people;
- Pull or push objects such as containers weighing up to 40 pounds;
- Enter and exit vehicles;
- Perform repetitive hand motions;
- Handle files and pieces of paper;
- Lift and carry objects weighing up to 40 pounds;
- Move from place to place within an office;
- Sit for long, uninterrupted periods; and
- Stand for long, uninterrupted periods.

## **WORK ENVIRONMENT**

Work is typically performed under the following conditions.

- Generally clean environment with limited exposure to conditions such as odors or noise;
- Periodic moving back and forth between indoor and outdoor environments;
- Occasional exposure to extreme weather conditions such as heat, cold, rain, and snow;
- Potential exposure to dangerous chemicals, petroleum products, toxic chemicals, blood borne pathogens, and bodily fluids;
- Interactions with individuals who are uncooperative, angry, distraught, and/or confused;
- Work without supervision or immediate assistance;
- Stress of emergency and of rapid change in circumstances;
- Noise and distractions from radios, telephones, and conversations; and
- Interruptions of planned work activities by telephone calls, customers, and response to unplanned events.