

**AGENDA  
CITY OF WATSONVILLE  
PERSONNEL COMMISSION MEETING  
CITY MANAGER'S CONFERENCE ROOM  
275 Main Street – FLOOR 4  
August 14, 2014, 5:30 p.m.**

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1.0 Roll Call

Bobeda, Diaz, Fischer, Fury, Gomez, Melgoza, Palacios

2.0 Approval of Minutes

Minutes of November 14, 2013

3.0 Old Business

4.0 New Business

4.1 Introductions

4.2 Approval of revised job description for Deputy City Clerk at salary range 18-98

4.3 Approval of Police Department revised job descriptions at current salary ranges

- Police Service Specialist
- Crime Analyst

4.4 Approval of new job classification\job description for Records Supervisor at salary range 19-50 and repeal existing Records and Property Supervisor classification

4.5 Approval of new job classification\job description of Property and Evidence Supervisor at salary range 19-00

4.6 Approval of new job classification\job description of Property and Evidence Technician I/II at salary ranges 16-54 and 17-73

5.0 Chairperson's Report

6.0 Personnel Director's Report

7.0 Oral Communications

8.0 Adjournment



Americans with Disabilities Act

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**MINUTES  
PERSONNEL COMMISSION  
CITY MANAGER'S CONFERENCE ROOM**

November 14, 2013  
5:30 p.m.

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**1.0 ROLL CALL**

**COMMISSIONERS PRESENT:** Bobeda, Fischer, Fury, Gomez  
**COMMISSIONERS ABSENT:** Palacios  
**OTHERS PRESENT:** Library Director Carol Heitzig, Human Resources  
Manager Nathalie Manning

**2.0 APPROVAL OF MINUTES**

A motion was made by Commissioner Bobeda, seconded by Commissioner Gomez and carried to approve the minutes of August 15, 2012.

**3.0 OLD BUSINESS**

None

**4.0 NEW BUSINESS**

- 4.1 Introductions of commissioners and staff
- 4.2 Election of Chairperson-After discussion, a motion was made by Commissioner Gomez to nominate Commissioner Bobeda to Chairperson and seconded by Commissioner Fury. The motion was carried to approve.
- 4.3 Election of Vice-Chairperson-After discussion, a motion was made by Commissioner Bobeda to nominate Commissioner Gomez to Vice Chair and was seconded by Commissioner Fury and carried to approve.
- 4.4 Approval of revised job description of Senior Library Assistant.

Library Director Carol Heitzig explained the proposed changes to the Sr. Library Assistant job classification. The Library currently has a Sr. Library Assistant assigned to Technical Services and they would like to add a second Sr. Library Assistant to assist in the Public Services Division. Rather than creating an additional job description, the desire is to add some additional duties to the current job description and eliminate information that is no longer relevant. The combined job description will give the Library more hiring flexibility.

No change in salary is proposed.

Human Resources Manning walked through the minor changes being proposed to the job description including changing the supervision to reflect the appropriate Principal Librarian and adding the duties of planning and implementing programs and conducting events.

A motion to approve the revised job description of Sr. Library Assistant was made by Commissioner Fury and seconded by Commissioner Gomez and carried to approve.

**5.0 CHAIRPERSON'S REPORT**

None

**6.0 PERSONNEL DIRECTOR'S REPORT**

Manning explained that the City continues to selectively fill positions that become vacant due to budget considerations. For example, the City is not currently filling the recently vacated Deputy City Manager and Redevelopment and Housing Director positions. She shared that there is some hiring in the Library and in the Police and Fire Departments. The City is also hiring temporary

employees in some needed areas. Manning stated that the City is pleased to report that Chief Manny Solano will be returning the following week from his medical leave. Manning informed the Commission that there will likely be a discipline hearing with tentative dates of January 21 and 22 of 2014.

**7.0 ORAL COMMUNICATIONS**

None

**8.0 ADJOURNMENT**

The meeting was adjourned at 5:55 p.m.

\_\_\_\_\_  
Chairperson

ATTEST:

\_\_\_\_\_  
Personnel Director

City of Watsonville  
City Clerk's Office



MEMORANDUM

**DATE:** July 28, 2014  
**TO:** Personnel Commission  
**FROM:** Beatriz Vázquez Flores, City Clerk  
**SUBJECT:** Approval of Updated Job Description for Deputy City Clerk at Salary Range 18-98  
**MEETING:** August 14, 2014 Personnel Commission

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**Recommendation:**

It is recommended that the Personnel Commission review and approve the updated Job Description for Deputy City Clerk at Salary Range 18-98.

**Background:**

The Deputy City Clerk job description has not been updated since 1989. With the increase of new technology, the functions of the Deputy City Clerk description have changed dramatically. The Deputy City Clerk needs to have ample knowledge of computer programs, website design, and records data management systems. The Brown Act now requires that if a city has a website the agendas be posted electronically in compliance with the 72-hour requirement. Therefore, the Deputy City Clerk classification has become a very specialized and technical position. The job description also needs to be updated to conform with the American Disabilities Act (ADA) requirements.

The current salary range for the Deputy City Clerk is 18-15 (\$3,702 - \$4,961) and based on the salary comparison, I recommend a salary increase of approximately 8.5%.

**Proposed Salary Range:**

Table 1 shows a salary comparison with this proposed position and existing similar positions in the City of Watsonville and within the Confidential Unit. The proposed classification is at a similar level of skill and compensation as the Executive Assistant to City Manager/City Council.

**Table 1. Internal Salary Comparison**

<b>Deputy City Clerk</b>		Monthly Salary
<b>City of Watsonville Classifications</b>		<b>Top Step</b>
Personnel Analyst	19-69	\$5,786
Exec. Asst. to City Manager/City Council	18-98	\$5,390
<b>Deputy City Clerk</b>	<b>18-98</b>	<b>\$5,390</b>
Legal Secretary	18-69	\$5,236
Personnel Technician	18-69	\$5,236
Executive Assistant	18-15	\$4,961
<b>Average</b>		<b>\$5,333</b>

An analysis was done of salaries of similar classifications at agencies in the region. Of the cities designated to be used for City of Watsonville salary surveys (Santa Cruz, Gilroy, Monterey, Salinas, and Morgan Hill), several similar classifications were found. The external salary comparisons are shown below in Table 2.

**Table 2. External Salary Comparisons**

<b>Agency</b>		<b>Top Step Salary (monthly)</b>
City of Monterey	Sr. Asst. City Clerk (Deputy City Clerk)	\$7,224
City of Santa Cruz	Deputy City Clerk	\$6,396
City of Morgan Hill	Council Services	\$5,963
City of Watsonville	<b>Deputy City Clerk (proposed)</b>	<b>\$5,390</b>
City of Salinas	Deputy City Clerk	\$4,907
City of Gilroy	Office Asst. II (Deputy City Clerk)	\$4,635
<b>Average</b>		<b>\$5753</b>

**ALTERNATIVES:**

The Commission could decide not to revise the Deputy City Clerk job description and the salary range.

**FINANCIAL IMPACT:**

The proposed salary range for the Deputy City Clerk would be increased by approximately 8.5%; however, it would not result in an increase in the overall City Clerk's Office budget.

**ATTACHMENTS:**

1. Proposed Deputy City Clerk Job Description
2. Existing Deputy City Clerk Job Description

**City of Watsonville**  
**Job Description**



**JOB TITLE:** Deputy City Clerk

**DATE APPROVED:** September 1989

**DEPARTMENT:** City Clerk's Office

**DATE MODIFIED:** August 2014

**REPORTS TO:** City Clerk

**SUPERVISION:** Temporary Office Staff/Interns

**EMPLOYEE UNIT:** Confidential

**FLSA:** Non-exempt

**JOB SUMMARY:**

Under general direction, operates in the City Clerk's Office and provides varied and responsible advanced office and technical support. Assists the City Clerk by providing and coordinating clerical, technical, and administrative support services essential to the overall function of the City Council/Boards. Develops agendas and prepares public notices, researches and compiles pertinent data, transcribes minutes, scans and indexes files and contracts, and files all official documents as prescribed by law. Assists in conducting municipal elections; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS:**

This classification provides advanced administrative assistance to the City Clerk in planning and organizing of administrative and operational services for the City Clerk's Office. Other responsibilities include attendance at City Council and Board meetings, preparation of City Council/Board minutes, and assisting in the conduct of elections.

**SUPERVISION RECEIVED AND EXERCISED:**

- Receives supervision from the City Clerk
- May coordinate and monitor the work of various temporary and regular office staff in a lead capacity as required

**EXAMPLES OF ESSENTIAL DUTIES:**

Duties may include, but are not limited to, the following:

- Attends Council/Board meetings, takes and records minutes of proceedings; prepares drafts minutes
- Processes agenda reports and documents for Council/Board meetings; posts and distributes agenda and other official documents
- Prepares electronic agenda packet: links and bookmarks documents for uploading to website and Council/Board electronic devices
- Maintains the Municipal Code, ensuring that ordinances are codified and indexed properly according to legal requirements
- Maintains City Clerk's webpage
- Independently responds to letters and general correspondence of a routine nature
- Opens, routes and distributes mail
- Performs special projects or research assignments at the request of public and staff (Public Records Act Requests)
- Prepares public notices for required publications and mailings

- Tracks and monitors files and databases related to assigned function area
- Enters and retrieves data using a computer-based records system
- Handles inquiries ranging from procedural questions to substantive matters pertaining to Board/Council/Committee discussions, actions, concerns, and requests
- Completes Council/Board follow up actions including preparing, tracking and maintaining resolutions and ordinances
- Accepts legal documents on behalf of the City
- Manages Audio/Visual System in the City Council Chambers
- Organizes and Administers Statement of Economic Interest and Campaign Statements for elected and appointed City officials and employees
- Submits required reports of public works projects to Department of Industrial Relations
- Maintains City phone lists (boards commissions and staff)
- Records documents with County Recorder
- Coordinates technicians in Council Chambers and interpreters for Council/Board/Commission meetings
- Processes Invoices for payments
- Orients new employees in the Administrative Offices regarding office protocol, machines, software, and staff introduction; trains new interns on policies and procedures, use of equipment and variety of software
- Maintains and monitors agreements, insurance certificates and deed
- Promotes safety in the workplace
- Operates standard office equipment; depending upon assigned functional area
- Participates on the Website Oversight Committee; acts as Department Computer Contact
- Serves as an assistant to the Public Information Officer
- Acts on behalf of the City Clerk and manages the operation of the City Clerk's Office in his/her absence

**Knowledge of:**

- Municipal organization and relationships within the municipal government
- Basic research and survey techniques
- Basic methods for gathering, compiling, analyzing and presenting information
- Modern office equipment, practices and procedures, such as Microsoft Office, Excel, Outlook and Adobe Acrobat
- Legal requirements, procedures, and policies of the office of the City Clerk
- Legal documents and contracts
- Modern principles and practices of office management, recordkeeping, and central filing systems
- Election codes and administration, including conflict of interest requirements
- Laws and procedures affecting public access to information
- Website management and WordPress use

**Ability to:**

- Work under general supervision and make independent decisions
- Work quickly and accurately on multiple tasks
- Communicate clearly and concisely, orally and in writing
- Understand and carry out oral and written directions
- Maintain confidentiality
- Establish and maintain efficient recordkeeping/filing systems

- Plan, organize, coordinate, and prioritize assigned tasks to meet established timelines
- Analyze documents, data, and situations and take appropriate action without immediate supervision
- Operate a variety of standard office machines and equipment
- Effectively and tactfully communicate in both oral and written forms
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Attend and accurately record the minutes of City Council/Board meetings
- Ensure the proper notification and public dissemination of information concerning official City actions
- Supervise, train, and evaluate the work of assigned staff

**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
- move sufficiently to lift boxes, climb ladders and stairs bend, crouch, kneel, squat, or stoop, push/pull file drawers and supplies, reach in all directions
- walk on uneven surfaces
- reach above and at shoulder height
- sit at a desk using near vision for long periods of time
- work indoors in an office environment subject to heat/cold and fragrances
- use a computer keyboard
- grasp files, documents and equipment with right and left hands
- see and hear in the normal visual and audio ranges with or without correction

**TRAINING AND EXPERIENCE:**

- Graduation from high school or equivalent
- Four (4) years of office administrative experience, preferably of which two (2) years involved taking and transcribing minutes and following through on actions of Council/Board meetings and hearings within a City or County clerk’s office

**LICENSE & CERTIFICATION:**

- Possession at the time of hire and continued maintenance of a valid California Class C driver’s license.
- Notary Public License or ability to obtain one within six months of hire
- Ability to attend night meetings and work extended hours

**Desirable Qualifications:**

- The ability to speak English and Spanish

**CITY OF WATSONVILLE**

**JOB TITLE: Deputy City Clerk**

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To maintain official City documents and records; to assist in conducting municipal elections; and to perform a wide variety of complex office assistance duties. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class functions as an assistant to the City Clerk and requires advanced secretarial skills as well as the ability to maintain official City records in accordance with a variety of codes, laws, and ordinances.

**TYPICAL DUTIES**

- § Maintains official city documents and records; records and indexes actions; distributes and files ordinances and resolutions
- § Assists in conducting municipal elections; mails out absentee ballot applications and ballots; verifies signatures with City Clerk
- § Takes and transcribes dictation and notes from oral presentation and tape
- § Compiles agenda items for city Council and Redevelopment Agency meetings; prepares and distributes agenda packets; posts agenda
- § Assigns file code numbers to City Council/Redevelopment minutes
- § Receives calls and visitors; provides information, answers questions, and/or refers callers to appropriate person as needed
- § Maintains records of appointments to City boards, commissions, and committees
- § Maintains records on expiration dates of agreements and insurance
- § Certifies and mails proper staff notification of hearings and actions
- § Serves as City Clerk in his/her absence; takes minutes of meetings; prepares City Council agenda; and certifies documents
- § Performs related duties similar to the above in scope and function as required

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- § proper English usage, grammar, punctuation, vocabulary, and spelling
- § proper office methods, procedures, and practices including effective recordkeeping and central filing systems
- § general municipal organization and administration

**Ability to:**

- § learn, interpret, and apply the legal requirements, procedures, and policies of the office of the City Clerk
- § perform complex secretarial/clerical work with speed and accuracy
- § apply good judgment in recognizing scope of authority
- § type at a rate of 50 words per minute from clear legible copy
- § take and transcribe dictation with speed and accuracy
- § understand and follow complex oral and written instructions in an independent manner
- § operate standard office equipment/machines such as copier, typewriter, word processor, and transcription equipment
- § maintain effective centralized recordkeeping and filing systems
- § effectively and tactfully communicate in both oral and written forms
- § establish and maintain effective work relationships with those contacted in the performance of required duties

**Training and Experience:** Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- § Four years of increasingly responsible work experience in office assistance and recordkeeping, preferably including experience in working with the functions and operations of a City or County Clerk's office.

City of Watsonville  
Watsonville Police Department

MEMORANDUM



**DATE:** July 30, 2014

**TO:** Personnel Commission

**FROM:** Manny Solano, Chief of Police  
Saul Gonzalez, Sergeant

**SUBJECT:** Approval of updated Police Service Specialist and Crime Analyst job descriptions with no salary change and creation of Records Supervisor position at salary range 19-50, Property and Evidence Supervisor at salary range 19-00 and Property and Evidence Technician I/II at salary ranges 16-54 and 17-73.

**AGENDA ITEM:** August 14, 2014

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**RECOMMENDATION:**

It is recommended that the Personnel Commission approve new and revised job descriptions to support the re-organization of the Records and Property and Evidence divisions in the Police Department. The following are proposed:

- Update the Police Service Specialist job description with no change to the salary range
- Update the Crime Analyst job description with no change to the salary range.
- Eliminate the Records and Property Supervisor job classification and job description
- Approve a new Records Supervisor job description and job classification at salary range 19-50 (\$4,236.79 - \$5,677.69)
- Approve a new Property and Evidence Supervisor job description and job classification at salary range 19-00 (\$4,030.26-\$5,400.95)
- Approve a new Property and Evidence Technician I/II job description and job classification at salary ranges 16-54 (\$3,151.75 - \$4,223.65) and 17-73 (\$3,549.81 - \$4,757.10)

**DISCUSSION:**

The Police Department has analyzed the Records and Property and Evidence divisions within the department and proposes to re-organize these divisions to more closely meet the needs of the department. Currently, there is a Records and Property Supervisor who oversees the Records division but does not have the technical experience to also oversee the Property division. It is

therefore recommended that the current job classification be eliminated and be replaced with a supervisor position dedicated to the Records division and create a supervisor position dedicated to the Property and Evidence division. This will establish a narrower span of control and enhance supervision over two very technical components of the Police Department. Both bureaus consistently face changes in procedures and processes that involve a high degree of employee oversight. Prior to the 2012 organizational structure, Records and Property and Evidence were independent bureaus managed by the Administrative Services Manager, who had direct oversight over the Records Bureau Supervisor as well as Property and Evidence.

The Records Supervisor will be placed at a lower pay scale to reflect the reduced scope of responsibility. This salary adjustment will make the Records Supervisor position more comparable to similar supervisorial positions within the City.

The creation of a new Property and Evidence Supervisor will assume the responsibilities that were technically previously included in the Records and Property Supervisor job classification but were actually performed by a sworn mid-manager. The creation of this position will ensure that there is adequate oversight over this complex field with continually changing procedures. This will also alleviate the burden currently placed on sworn staff members. Furthermore, due to the increasing needs in this division, the department also proposes to add a new position dedicated to property and evidence titled Evidence and Property Technician I/II. This new position will be supervised by the newly created supervisor position and represented by the Operating Engineers No. 3 bargaining group as are the Police Service Specialists.

Currently, the proposed duties of the Evidence and Property Technician I/II are performed by a Police Service Specialist assigned to this division. However, the Police Service Specialist position is one that is designed to rotate to different assignments. Due to the complexity and specialized nature of the Property and Evidence duties, the department feels that this position will be more effective with dedicated personnel rather than being subject to rotation. Therefore, the new Evidence and Property Technicians will assume these responsibilities. The Police Service Specialist position may continue to provide support to this division depending on the needs of the department, but it will likely not be an ongoing assignment as it has been in the past.

The Police Service Specialist job description is also being proposed for revision primarily to reflect the current duties of this position as they have evolved over the years due to changing technologies and processes. There is no proposed change in salary to this position. The Crime Analyst job description is being proposed for a slight modification in the educational requirements. In order to maintain flexibility when hiring, the department is proposing a slight revision to the educational requirements to read that a bachelor's degree is desirable rather than required. There is no proposed change in salary to this position.

**FINANCIAL IMPACT:**

If all new job classifications are approved, the City will not have a financial impact and the Police Department will have monthly salary savings. This is due to the reduction in salary of the Records and Property Supervisor position and other elements of the reorganization.

**Table A: Internal Salary Comparison-Property and Evidence Technician I/II**

	Salary Range	Top Step (as of 7/1/14)
Office Assistant I	14-88	\$ 3,578
Library Clerk	15-36	\$ 3,754
Police Clerk I	15-55	\$ 3,825
Accounting Assistant	15-63	\$ 3,856
Office Assistant II	15-89	\$ 3,958
Property and Evidence Technician I (proposed)	16-54	\$ 4,224
Police Clerk II	16-87	\$ 4,365
Library Assistant	17-00	\$ 4,422
Sr. Accounting Assistant	17-18	\$ 4,503
Property and Evidence Technician II (proposed)	17-73	\$ 4,757
Police Service Specialist	18-05	\$ 4,914
Property and Evidence Supervisor (proposed)	19-00	\$ 5,401
Records Supervisor (proposed)	19-50	\$ 5,678

Table A shows how the proposed Property and Evidence Technician I and II salary compares to other similar positions in the City of Watsonville. This salary is commensurate with the level of responsibility and technical knowledge required. Similarly, Table B shows that the proposed salary is in line with comparable local cities that have related positions. The Property and Evidence Technician classification requires a high level of technical knowledge and must keep current on changing regulations, procedures and practices.

**Table B: External Salary Comparison-Property and Evidence Technician I/II**

Position	Top Step
COW Property and Evidence Tech I (proposed)	\$4,224
City of Santa Cruz Property Attendant	\$4,314
County of Santa Cruz Property Clerk	\$4,583
City of Salinas Evidence Technician II	\$4,673
COW Property and Evidence Tech II (proposed)	\$4,757
<b>Average External Salary</b>	<b>\$4,523</b>

Table C below shows the proposed salaries for the Property and Evidence Supervisor and the Records Supervisor. The Records supervisor is responsible for a larger division reflecting a slightly higher salary. Both positions are within the range of comparable supervisory positions in the City of Watsonville.

**Table C: Internal Comparison Supervisor Positions**

Position	Range	Top Step
Circulation Manager	18-57	\$ 5,173
Property and Evidence Supervisor	19-00	\$ 5,401
Recreation Supervisor	19-06	\$ 5,433
Environmental Science Coordinator	19-06	\$ 5,433
Records Supervisor	19-50	\$ 5,678

**ALTERNATIVES:**

The Personnel Commission could choose not to approve the creation of a Records Supervisor, Property and Evidence Supervisor and the Property and Evidence Technician I and II. The Commission could also choose not to approve the revision of the Police Service Specialist or Crime Analyst job descriptions.

**ATTACHMENTS:**

1. Proposed Revised Police Service Specialist Job Description
2. Existing Police Service Specialist Job Description
3. Proposed Revised Crime Analyst Job Description
4. Existing Crime Analyst Job Description
5. Proposed Records Supervisor Job Description
6. Existing Records and Property Supervisor Job Description
7. Proposed Property and Evidence Supervisor
8. Proposed Property and Evidence Technician I/II Job Description

**City of Watsonville  
Job Description**



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

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**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

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- 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.



JOB TITLE: POLICE SERVICE SPECIALIST

DEFINITION

The Police Service Specialist is either assigned to field duties or the property division and may receive cross training in both field duties and property. 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; organizes and performs property and evidence maintenance; handles hazardous substances; and, maintains accurate records and logs related to assigned duties.

SUPERVISION RECEIVED

Receives close supervision from assigned Supervisor or Manager.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, 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.
- \$ Receives property and evidence; places it in appropriate location, checks for proper packaging, sealing, numbering, etc. and records appropriate information
- \$ Testifies in court as necessary
- \$ Performs crime scene investigative duties
- \$ 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
- \$ Disposes of property following established procedures; contacts property owners, processes property for destruction or auction, or returns property to Detective Division for reuse
- \$ Be available for 24-hour on call status when requested
- \$ Photographs and sketches crime scenes
- \$ Maintains organized records, logs and reports on property and evidence in the custody of the Police Department
- \$ Issues citations for Municipal and vehicle code violations
- \$ Handles hazardous substances including but not limited to , contaminated blood, urine, and semen
- \$ Enters information regarding guns and found property into computer system.
- \$ Researches status of property for owners as requested; releases property to rightful owners as appropriate
- \$ Orders, maintains, inventories, and stores film and photographs used by the Police Department; arranges for the processing and reproduction of film/photographs/videos as assigned
- \$ Transports property and/or evidence to appropriate location as needed
- \$ Performs related duties similar to the above in scope and function as required

Police Service Specialist - 2

EMPLOYMENT STANDARDS

Knowledge of:

- \$ functions, procedures and policies of a municipal police department
- \$ basic knowledge of laws of arrest, search, and seizure

- \$ basic knowledge of the rules of evidence and laws pertaining to the maintenance of evidence, release of evidence, and destruction of evidence
- \$ laws and regulations governing the release of information from law enforcement agencies proper 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 mobil 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
- \$ drive a vehicle
- \$ distinguish colors
- \$ intermittently twist to reach equipment surrounding desk
- \$ 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
- \$ hear adequately to converse on a telephone and in person
- \$ use a copy machine, calculator, telephone, and write or use a keyboard
- \$ climb up to and into a Police van
- \$ work indoors using near vision for prolonged periods
- \$ work outdoors for prolonged periods of time
- \$ walk on uneven surface
- \$ establish and maintain effective work relationships with those contacted in the performance of required duties
- \$ speak English/Spanish highly desirable

Special Requirement

- \$ successful completion of a background investigation which may include a voice stress analyzer examination, credit history, driving record, criminal activity, military and employment records, and character references

LICENSE

- \$ a valid Class C California Driver's License, including a safe driving record

TRAINING AND EXPERIENCE

Any combination of training and experience which would provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and ability would be:

- \$ 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.

# City of Watsonville



## Job Description

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<b>JOB TITLE:</b>	Crime Analyst	<b>DATE APPROVED:</b> January 2001
<b>DEPARTMENT:</b>	Police Department	<b>DATE MODIFIED:</b> August 2014
<b>REPORTS TO:</b>	Support Services Manager	
<b>SUPERVISION:</b>	Lead within a work unit including assigning and monitoring work of assigned staff	
<b>EMPLOYEE UNIT:</b>	Management	
<b>FLSA:</b>	Exempt	

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**JOB SUMMARY:** Under minimal supervision, to perform analysis on the underlying reasons and causes of crime; answer questions; examine perpetrators of criminal activities and crimes to identify crime series, crime patterns and trends; identify investigative leads by determining related cases, potential suspects and forecasting occurrences of crime; focus on people, organizations, and their interrelationships in order to anticipate and prevent future events of gang-related crime, organized criminal enterprises, and terrorist activity; disseminate analytical findings to departmental personnel and others; and to perform related work as required.

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

- Studies crime patterns and trends, how these trends affect the jurisdiction, and how law enforcement responds to them
- Collects, analyzes, correlates and evaluates data from crime, intelligence and arrest reports, other documents, and law enforcement databases looking for crime patterns or trends
- Studies offender and victim characteristics and their method of operation
- Analyzes dates, times, geography, and environment of crimes
- Forecasts the date, time, and location of the next crime in a series
- Summarizes and analyzes qualitative and quantitative data using calculations such as frequencies, percent change, cross-tabulations, measures of central tendency (e.g., mean, median, mode) measures of variation (e.g., standard deviation, variance) and correlations
- Produces complex reports and bulletins for police department to help it develop strategies and tactics that increase the effectiveness of crime prevention and control, officer presence (deployment and scheduling), and suspect arrests
- Establishes criminal profiles that include prior crimes and criminal relationships to aid in making connections between members and criminal organizations
- Evaluates telephone calls to plot activity and determine the size and location of criminal groups and members
- Does critical and comprehensive written and oral reports based on research, collection, and analysis of classified and unclassified information
- Works closely with investigators and prosecutors to communicate crime patterns and trends

- Develops crime-mapping analysis of geographic data from police reports, service calls, and other documents
- Creates and maintains informational databases
- Uses complex databases, and software applications such as geographic information systems (GIS) mapping tools, and artificial intelligence networks
- May train agency staff in the use of crime analysis and data maps
- May give speeches on crime prevention and analysis to organizations such as Neighborhood Watch Programs, schools, government and civic organizations
- May testify in court
- Other related duties as assigned

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- methods of identifying essential information
- data processing programs to produce bulletins and reports including graphics such as charts, maps, pictures, and diagrams
- electronic matrix and/or spreadsheets
- methodologies and principles related to data collection, correlation, analysis, and reporting to determine validity, reliability, and credibility of verbal, written, numeric and graphic information
- the use of statistical formulas including frequency, percent, percent change, sum, average, standard deviation, regression analysis, forecasting, and correlations
- socio-economic, cultural, psychological, biological, environmental and historical theories/influences on criminal behavior and victimology
- relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for protection of people, data, property, and institutions
- relationship among law enforcement, courts and corrections at the local, state and federal level

### **Ability to:**

- identify complex problems and review related information to develop and evaluate options and implement solutions
- perform cross tabulations, create charts and graphs, and to export the objects to other applications
- work with restricted law enforcement documents and highly confidential information
- use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- combine separate pieces of information, or specific answers to problems, to form general rules or conclusions
- establish and maintain effective work relationships with those contacted in the performance of required duties
- work safely and abide by established safety rules and regulations
- effectively convey information to others in presentation form and handle audience participation, answering questions concisely and accurately

- identify or detect known patterns (a figure, object, word, or sound) that is hidden in other distracting material
- listen and understand information and ideas presented through spoken words and sentences
- communicate information and ideas in writing explaining information, drawing conclusions and/or making recommendations in a narrative format that is objective, succinct, pertinent, articulate and relevant
- be self-motivated, see when information is needed by the department and to perform the analysis on own initiative
- sit at a desk and work with a computer using near vision in a general office environment subject to interruptions, noise, heat/cold and fragrances such as perfumes
- hear adequately to converse on the telephone and in person
- intermittently twist to reach equipment surrounding desk, and perform simple grasping and fine manipulation
- drive an automobile

**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 that would provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and ability is:

- **Education:** A bachelor's degree with major courses in Administration of Justice, Criminal Justice, Criminology, Statistical Analysis, Psychology, or Sociology is highly desirable. Knowledge of law enforcement, the criminal justice system, and research and statistical methods is desired. Completion of an approved crime analyst certification program by the Department of Justice is highly desirable.
- **Experience:** Two years of increasingly responsible analytical experience within a criminal justice agency, or experience in dealing with data collection, performing statistical research and analysis, presenting and disseminating data and statistics, and working with automated systems in data collection, collation, and analysis.

### **Licenses/Certificates:**

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



JOB TITLE: **CRIME ANALYST**

DEFINITION

Under minimal supervision, to perform analysis on the underlying reasons and causes of crime; answer questions; examine perpetrators of criminal activities and crimes to identify crime series, crime patterns and trends; identify investigative leads by determining related cases, potential suspects and forecasting occurrences of crime; focus on people, organizations, and their interrelationships in order to anticipate and prevent future events of gang-related crime, organized criminal enterprises, and terrorist activity; disseminate analytical findings to departmental personnel and others; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This job class functions at an advanced journey level of the Administrative Analyst series and is distinguished from the Administrative Analyst and Senior Administrative Analyst by the performance of the more complex data analysis duties assigned to this position requiring knowledge of complicated analytical tools and methodologies.

SUPERVISION EXERCISED AND RECEIVED

- Receives supervision from the Police Financial and Technical Support Manager
- Exercises lead responsibilities within a work unit including assigning and monitoring the work of assigned staff

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

- Studies crime patterns and trends, how these trends affect the jurisdiction, and how law enforcement responds to them
- Collects, analyzes, correlates and evaluates data from crime, intelligence and arrest reports, other documents, and law enforcement databases looking for crime patterns or trends
- Studies offender and victim characteristics and their method of operation
- Analyzes dates, times, geography, and environment of crimes
- Forecasts the date, time, and location of the next crime in a series
- Summarizes and analyzes qualitative and quantitative data using calculations such as frequencies, percent change, cross-tabulations, measures of central tendency (e.g., mean, median, mode) measures of variation (e.g., standard deviation, variance) and correlations
- Produces complex reports and bulletins for police department to help them develop strategies and tactics that increase the effectiveness of crime prevention and control, officer presence (deployment and scheduling), and suspect arrests
- Establishes criminal profiles that include prior crimes and criminal relationships to aid in making connections between members and criminal organizations
- Evaluates telephone calls to plot activity and determine the size and location of criminal groups and members
- Does critical and comprehensive written and oral reports based on research, collection, and analysis of classified and unclassified information
- Works closely with investigators and prosecutors to communicate crime patterns and trends

- Develops crime-mapping analysis of geographic data from police reports, service calls, and other documents
- Creates and maintains informational databases
- Uses complex databases, and software applications such as geographic information systems (GIS) mapping tools, and artificial intelligence networks
- May train agency staff in the use of crime analysis and data maps
- May give speeches on crime prevention and analysis to organizations such as Neighborhood Watch Programs, schools, government and civic organizations
- May testify in court

### EMPLOYMENT STANDARDS

#### Knowledge of:

- methods of identifying essential information
- data processing programs to produce bulletins and reports including graphics such as charts, maps, pictures, and diagrams
- electronic matrix and/or spreadsheets
- methodologies and principles related to data collection, correlation, analysis, and reporting to determine validity, reliability, and credibility of verbal, written, numeric and graphic information
- the use of statistical formulae including frequency, percent, percent change, sum, average, standard deviation, regression analysis, forecasting, and correlations
- socio-economic, cultural, psychological, biological, environmental and historical theories/influences on criminal behavior and victimology
- relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for protection of people, data, property, and institutions
- relationship among law enforcement, courts and corrections at the local, state and federal level

#### Ability to:

- identify complex problems and review related information to develop and evaluate options and implement solutions
- perform cross tabulations, create charts and graphs, and to export the objects to other applications
- work with restricted law enforcement documents and highly confidential information
- use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- combine separate pieces of information, or specific answers to problems, to form general rules or conclusions
- establish and maintain effective work relationships with those contacted in the performance of required duties
- work safely and abide by established safety rules and regulations
- effectively convey information to others in presentation form and handle audience participation, answering questions concisely and accurately
- identify or detect known patterns (a figure, object, word, or sound) that is hidden in other distracting material
- listen and understand information and ideas presented through spoken words and sentences

- communicate information and ideas in writing explaining information, drawing conclusions and/or making recommendations in a narrative format that is objective, succinct, pertinent, articulate and relevant
- be self-motivated, see when information is needed by the department and to perform the analysis on own initiative
- sit at a desk and work with a computer using near vision in a general office environment subject to interruptions, noise, heat/cold and fragrances such as perfumes
- hear adequately to converse on the telephone and in person
- intermittently twist to reach equipment surrounding desk, and perform simple grasping and fine manipulation
- drive an automobile

Training and Experience: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and ability would be:

- Education: A bachelor's degree with major courses in Administration of Justice, Criminal Justice, Criminology, Statistical Analysis, Psychology, or Sociology is required. Knowledge of law enforcement, the criminal justice system, and research and statistical methods is desired. Completion of an approved crime analyst certification program by the Department of Justice is highly desirable.
- Experience: Two years of increasingly responsible analytical experience within a criminal justice agency, or experience in dealing with data collection, performing statistical research and analysis, presenting and disseminating data and statistics, and working with automated systems in data collection, collation, and analysis.

SPECIAL REQUIREMENT:

- successful completion of a background investigation which may include a voice stress analyzer examination, credit history, driving record, criminal activity, military and employment records, and character references

LICENSE

- a valid Class C California Driver License and safe driving record

City of Watsonville  
Job Description



**JOB TITLE:** Records Supervisor **DATE APPROVED:**  
**DEPARTMENT:** Police Department **SUPERSEDES:** Records and Property Supervisor 2000  
**REPORTS TO:** Administrative Services Deputy Chief  
**SUPERVISION:** Police Clerk I and II, Live Scan Technician  
**EMPLOYEE UNIT:** Mid-Management  
**FLSA:** Exempt

**JOB SUMMARY:** Under general direction, the Records Supervisor is responsible for managing all traditional law enforcement records processes, parking citation systems and acts as liaison for the Department's computer systems with vendors and other criminal justice agencies. The Records Supervisor independently identifies problems and issues in each major responsibility, recommends and executes solutions; and, possesses outstanding communication and conflict resolution skills in dealing with hostile, emotional and angry people.

**DISTINGUISHING CHARACTERISTICS:**

This is a non-peace officer class with responsibility for the Records Bureau. The Records Supervisor handles a broad range of confidential and sensitive records, maintains the integrity and security of civil and criminal records. The Records Supervisor is distinguished from the Police Clerk I and II class by having the responsibility of directing the work of others, training staff and performing more complex and difficult assignments.

**SUPERVISION RECEIVED AND EXERCISED:**

- Receives supervision from the Administrative Services Deputy Chief
- Supervises Police Clerks I and II
- Supervises Live Scan Technician\Office Assistant

**EXAMPLES OF ESSENTIAL DUTIES** – Duties may include, but are not limited to, the following:

- Independently interprets complex government codes, laws, and regulations relative to the maintenance, release and destruction of police records and citations, and procedures for vehicle impounds
- Consults with the City Attorney, the District Attorney and Public Records Administrators as necessary
- Creates department procedures and trains staff to ensure compliance with legal and ethical obligations
- Manages the Department receipt and response to motions for pretrial discovery in both criminal and civil motions; directs response to requests for release of records from victims, suspects, attorneys, and the public; represents the Department in court regarding such motions

- Creates processes to generate statistical reports regarding police activity, crimes and incidents, and citations; analyzes complex statistical information and prepares statistical and narrative reports for the Police Chief, the City Council, City Manager, and Department of Justice annual reports
- Monitors federal legislation regarding records issues, and ensures Police Department compliance with such legislation
- Manages the preparation of daily police logs for public and media access. Prepares statistical reports regarding records information
- Works with Department personnel, City and SCMRS computer network system administrator and outside vendors to ensure that law enforcement systems and parking citations are maintained properly, and that security is maintained; stays current on changing technology relative to records management
- Ensures timely and accurate processing of missing persons entries into the California Law Enforcement Telecommunications System (CLETS) as required by the Department of Justice. Conducts audits of records systems, including criminal histories, registered sex, arson, and drug offenders and general police records, to ensure that proper procedures are being followed by department personnel and to ensure compliance with Department of Justice regulations
- Works with Police Administrative Services Deputy Chief and Finance Personnel to ensure compliance with City regulations, sound cash handling and records accounting procedures, and to resolve discrepancies
- Represents the Police Department in meetings with Tri-County Law Enforcement Records Supervisors, Santa Cruz Sheriff's Centralized Automated Network (SCAN), and other local law enforcement agencies and management teams to represent the Police Department's interests, to ensure uniformity and consistency with respect to police records, and to maintain current knowledge of applicable laws, technology and systems
- Works with local Police Records Managers to ensure consistency in reporting statistics and information in the State-wide Police Reports and to offer expertise in improving the system
- Works with the parking citations processing vendor, Department of Motor Vehicles, Parking Enforcement personnel, Hearing Examiner, and courts to resolve issues
- Assists the Chief of Police and Administrative Services Deputy Chief with budget preparation and projections
- Manages personnel issues including: training, evaluating, commending, and disciplining and employees who are responsible for police office reception, release of police records, and providing general information assistance to victims, witnesses, and suspects in criminal investigations
- Ensures that proper procedures are adhered to regarding collections of parking fines, payment for police reports, and release of records; develops new systems as necessary to improve processes and to stay in compliance with legal requirement
- Oversees and monitors reconciliation of cash payment records and auditing procedures
- Investigates, documents and resolves complaints about subordinates
- Sets high expectations and provides leadership for staff in conflict resolution internally, and in dealing with members of the public; demonstrates effective communication in diffusing hostile situations and resolving complaints; models listening skills and positive public relations to create solutions to problems for which there are no easy answers

- Ensures prompt, professional, courteous, consistent, service is provided at the front counter
- Develops internal procedures for processing police reports, parking citations, moving citations, cash handling, and other areas of responsibility as necessary to improve effectiveness or delivery of service, and in response to changing laws
- Intervenes and resolves issues which are too complex or volatile to be resolved by subordinates
- Performs related duties similar to the above in scope and function as required

### **EMPLOYEE STANDARDS:**

#### **Knowledge of:**

- government codes, laws, and regulations relative to the maintenance, release and destruction of police records
- statistical concepts and methods
- principles and practices of training, supervision and discipline
- dealing with hostile, emotional, and angry people
- word processing and spreadsheets
- safe work practices

#### **Ability to:**

- establish and maintain cooperative working relationships with all persons at all levels in the Department and in the community, and to respond flexibly and positively in difficult circumstances
- write accurate, detailed, concise reports, memos, and letters using proper grammar, punctuation, and spelling
- maintain confidentiality, and exercise good judgment and discretion with all information acquired during the scope of employment
- exchange ideas, information and opinions with others to formulate/analyze programs and develop innovative solutions to problems
- speak on a one-to-one basis and to groups to persuade others to accept a specific opinion or action, to provide information or explain procedures and policies, and to communicate complex ideas and thoughts clearly so that others understand
- set a positive example through work habits, work product and behavior
- manage effectively under stressful situations, prioritize, and act decisively
- innovatively and logically think and problem solve
- make complex decisions, often in situations without precedent
- effectively delegate and require accountability, organize information and people to optimize efficiency and minimize duplication of effort
- set priorities which accurately reflect the relative importance of job responsibilities in a timely manner when there are pressures of deadlines or competing requirements
- project and predict the needs of the unit, develop procedures to allocate resources appropriately, and implement ideas to improve the effectiveness of the organization in accomplishing its mission
- manage projects that vary in complexity from a one day completion date to those that

- are complex, expansive and require long term implementation
- to research legal, policy and procedural issues, interpret complex regulations, and establish procedures and systems which take into account both the spirit and the letter of the law
- keep work area neat and clean, and maintain department issued equipment properly
- 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.

- Hear adequately to converse on the telephone and in person with or without correction
- Use a computer keyboard
- Intermittently bend and twist to reach equipment on surrounding desk
- Intermittently reach above and below shoulder level to reach books, files and reports on shelves and in filing cabinets
- Grasp files, documents and equipment with right and left hands
- Climb stairs
- Bend, crouch, kneel, stoop, or squat, push & pull file drawers and supplies, reach in all directions
- Sits at a desk using near vision for long periods of time
- Work indoors in an office environment subject to heat/cold and fragrances such as perfumes
- Walk on uneven surfaces

**TRAINING AND EXPERIENCE:**

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

- High school graduation or GED and six years of increasing responsibility as a records technician or related position in a municipal police records section/division, with prior supervisory or lead experience preferred and demonstrated effective conflict resolution, communication, and interpersonal skills

**LICENSE**

- Possession at the time of hire and continued maintenance of a valid California Class C driver's license.

**DESIRABLE QUALIFICATIONS:**

- The ability to speak Spanish

**SPECIAL REQUIREMENTS:**

- Employee will be a staff member of the Watsonville Police Department and therefore

must pass a thorough background investigation of personal and work history, including a fingerprint check of criminal history and a credit check.

- Employee must successfully complete a one week POST certified Basic Records course, a one week Records Supervisor course, Records Act course, and California Law Enforcement Telecommunications System (CLETS) training within one year of employment. After two years of employment, must have the ability to obtain a Records Supervisor's Certificate per PAM procedure F-6



JOB TITLE: RECORDS AND PROPERTY SUPERVISOR

DEFINITION

Under general direction, the Records and Property Supervisor is responsible for managing all traditional law enforcement records processes, property management, parking citation systems and liaison for the Department's computer systems with vendors and other criminal justice agencies; independently identifies problems and issues in each major responsibility, recommends and executes solutions; and, possess outstanding communication and conflict resolution skills in dealing with hostile, emotional and angry people.

SUPERVISION RECEIVED AND EXERCISED

- § Receives general supervision from the Administrative Captain
- § Exercises close supervision over Police Clerks and the Police Service Specialists assigned to the Property Division

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

- § Independently interprets complex government codes, laws, and regulations relative to the maintenance, release and destruction of police records and citations, and procedures for vehicle impounds
- § Consults with the City Attorney, the District Attorney and Public Records Administrators as necessary
- § Creates department policies and trains staff to ensure compliance with legal and ethical obligations
- § Manages the Department receipt and response to motions for pretrial discovery in both criminal and civil motions; directs response to requests for release of records from victims, suspects, attorneys, and the public; represents the Department in court regarding such motions
- § Creates processes to generate statistical reports regarding police activity, crimes and incidents, and citations; analyzes complex statistical information and prepares statistical and narrative reports for the Police Chief, the City Council, City Manager, and Department of Justice annual reports
- § Monitors federal legislation regarding records issues, and ensures Police Department compliance with such legislation
- § Manages the preparation of daily police logs for public and media access. Prepare statistical reports regarding records information
- § Works with Department personnel, City and SCMRS computer network system administrator and outside vendors to ensure that police, parking citations and property systems are maintained properly, and that security is maintained; stays current on changing technology relative to records and property management
- § Ensures timely and accurate processing and verification of warrants, stolen, recovered and registered property, missing persons entries into the California Law Enforcement Telecommunications System (CLETS) as required by the Department of Justice Conducts audits of records systems, including criminal histories, registered sex, arson, and drug offenders, general police records, and evidence to ensure that proper procedures are being followed by department personnel and to ensure compliance with Department of Justice regulations

- \$ Works with Police Administrative Captain and Finance Personnel to ensure compliance with City regulations, sound cash handling and records accounting procedures, and to resolve discrepancies
- \$ Represents the Police Department in meetings with Tri-County Law Enforcement Records Supervisors, Santa Cruz Sheriff's Centralized Automated Network (SCAN), and other local law enforcement agencies and management teams to represent the Police Department's interests, to ensure uniformity and consistency with respect to police records, and to maintain current knowledge of applicable laws, technology and systems
- \$ Works with local Police Records Managers to ensure consistency in reporting statistics and information in the State-wide Police Reports and to offer expertise in improving the system
- \$ Works with the parking citations processing vendor, Department of Motor Vehicles, Parking Enforcement personnel, Hearing Examiner, and courts to resolve issues
- \$ Assists the Chief of Police and Administrative Captain with budget preparation and projections
- \$ Manages personnel issues including: hiring, training, evaluating, commending, promoting, disciplining and terminating employees who are responsible for police office reception, release of police records, lost and found, and providing general information assistance to victims, witnesses, and suspects in criminal investigations
- \$ Ensures that proper procedures are adhered to regarding collections of parking fines, payment for police reports, and release of records and property; develops new systems as necessary to improve processes and to stay in compliance with legal requirements

Records and Property Supervisor - 2

- \$ Oversees and monitors reconciliation of cash payment records and auditing procedures
- \$ Investigates, documents and resolves complaints about subordinates
- \$ Sets high expectations and provides leadership for staff in conflict resolution internally, and in dealing with members of the public; demonstrates effective communication in diffusing hostile situations and resolving complaints; models listening skills and positive public relations to create solutions to problems for which there are no easy answers
- \$ Ensures prompt, professional, courteous, consistent, service is provided at the front counter
- \$ Develops internal procedures for processing police reports, parking citations, moving citations, property, cash handling, and other areas of responsibility as necessary to improve effectiveness or delivery of service, and in response to changing laws
- \$ Intervenes and resolves issues which are too complex or volatile to be resolved by subordinates
- \$ Manages all police property and related personnel
- \$ Ensures the secure and organized storage, release, transfer, and disposal of property in accordance with law and policy
- \$ Organize yearly police auction of unclaimed property, in coordination with the Finance Department and property personnel
- \$ Coordinates an audit of the property room every two years
- \$ Hears adequately to converse on the telephone and in person
- \$ Uses a computer keyboard

- \$ Intermittently bends and twists to reach equipment on surrounding desk
- \$ Intermittently reaches above and below shoulder level to reach books, files and reports on shelves and in filing cabinets
- \$ Grasps files, documents and equipment with right and left hands
- \$ Climbs stairs
- \$ Squats and kneels to reach files and related documents
- \$ Sits at a desk using near vision for long periods of time
- \$ Works indoors in an office environment subject to heat/cold and fragrances such as perfumes
- \$ Performs related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- \$ government codes, laws, and regulations relative to the maintenance, release and destruction of police records
- \$ statistical concepts and methods
- \$ principles and practices of training, supervision and discipline
- \$ principles of budget preparation and expenditure control
- \$ dealing with hostile, emotional, and angry people
- \$ word processing and spreadsheets
- \$ safe work practices

Ability to :

- \$ establish and maintain cooperative working relationships with all persons at all levels in the Department and in the community, and to respond flexibly and positively in difficult circumstances
- \$ write accurate, detailed, concise reports, memos, and letters using proper grammar, punctuation, and spelling

Records and Property Supervisor - 3

- \$ maintain confidentiality, and exercise good judgement and discretion with all information acquired during the scope of employment
- \$ exchange ideas, information and opinions with others to formulate/analyze programs and develop innovative solutions to problems
- \$ speak on a one-to-one basis and to groups to persuade others to accept a specific opinion or action, to provide information or explain procedures and policies, and to communicate complex ideas and thoughts clearly so that others understand
- \$ set a positive example through work habits, work product and behavior
- \$ manage effectively under stressful situations, prioritize, and act decisively
- \$ innovatively and logically think and problem solve
- \$ make complex decisions, often in situations without precedent
- \$ effectively delegate and require accountability, organize information and people to optimize efficiency and minimize duplication of effort

- § set priorities which accurately reflect the relative importance of job responsibilities in a timely manner when there are pressures of deadlines or competing requirements
- § project and predict the needs of the unit, develop procedures to allocate resources appropriately, and implement ideas to improve the effectiveness of the organization in accomplishing its mission
- § manage projects that vary in complexity from a one day completion date to those that are complex, expansive and require long term implementation
- § to research legal, policy and procedural issues, interpret complex regulations, and establish procedures and systems which take into account both the spirit and the letter of the law
- § keep work area neat and clean, and maintain department issued equipment properly
- § speak English/Spanish highly desirable

SPECIAL REQUIREMENT

- § Employee will be a staff member of the Watsonville Police Department and therefore must pass a thorough background investigation of personal and work history, including a fingerprint check of criminal history and a credit check.
- § Employee must successfully complete a one week POST certified Basic Records course, a one week Records Supervisor course, Records Act course, a two day Public Property and Evidence course, and California Law Enforcement Telecommunications System (CLETS) training within one year of employment. After two years of employment, must have the ability to obtain a Records Supervisor=s Certificate per PAM procedure F-6.

LICENSE

- § a valid Class C California Driver=s License, including a safe driving record

TRAINING AND EXPERIENCE

Any combination of training and experience which would provide the required knowledge and abilities is qualifying.

A typical way to obtain this knowledge and ability would be:

- § High school graduation or GED and six years of increasing responsibility as a records technician or related position in a municipal police records section/division, with prior supervisory or lead experience preferred and demonstrated effective conflict resolution, communication, and interpersonal skills

City of Watsonville  
Job Description



**JOB TITLE:** Property and Evidence Supervisor  
**DEPARTMENT:** Police Department  
**REPORTS TO:** Administrative Services Deputy Chief  
**SUPERVISION:** Property and Evidence Technician I and II  
**EMPLOYEE UNIT:** Mid-Management  
**FLSA:** Exempt

**DATE APPROVED:**  
**SUPERSEDES:** None

**JOB SUMMARY:** Under general direction, operates the Police Department's property and evidence bureau. The Property and Evidence Supervisor is responsible for managing all traditional law enforcement property procedures and processes. Independently identifies problems and issues in each major responsibility, recommends and executes solutions, and possesses outstanding communication and conflict resolution skills.

**DISTINGUISHING CHARACTERISTICS:**

This is a non-peace officer class with responsibility for property and evidence stored in the Police Department as well as in off-site locations. The Property and Evidence Supervisor handles a broad range of confidential and sensitive records, maintains the integrity and security of criminal evidence, including the handling of hazardous and bio-hazardous substances in a variety of containers and packaging, including but not limited to, contaminated blood, urine, saliva, and semen, as well as a broad range of narcotics, firearms, and other weapons.

The Property and Records Supervisor is distinguished from the Property and Evidence Technicians I and II by the responsibility of directing the work of others, regularly training staff, preparing performance evaluations, and the performance of more complex and difficult assignments.

**SUPERVISION RECEIVED AND EXERCISED:**

- Receives supervision from the Administrative Services Deputy Chief
- Property and Evidence Supervisor will provide supervision, direction, and training to staff and/or volunteers assigned to work in the property and evidence room.

**EXAMPLES OF ESSENTIAL DUTIES** – Duties may include, but are not limited to, the following:

- Set high expectations and provide leadership for staff in conflict resolution internally
- Model listening skills and positive public relations to create solutions to problems for which there are no easy answers
- Learn to apply applicable law, rules, regulations and provide information to the public and staff accordingly
- Read, interpret and understand standard legal documents

- Read, understand, and follow office policies, rules, instructions, laws, and ordinances and general literature pertaining to law enforcement activities and property matters
- Maintain a clean and orderly storage facility
- Train staff and/or volunteers, and other Department staff on property and evidence related matters
- Coordinate, direct, and monitor the work of staff and/or volunteers and other assigned staff
- Ensure the secure and organized storage, release, transfer, and disposal of property in accordance with law and policy
- Coordinate an audit of the property room every two years
- Prepare yearly evaluation of staff
- Receive, load, transport, verify, code, store, and safeguard various items of evidence and property
- Keep accurate records of stored property and evidence to assure security and retrieval capability for court and audit purposes
- Maintain confidential files and records regarding property in custody and its disposition
- Release property to be used as evidence in court or returned to owners
- Forward and hand deliver evidence to various laboratories or experts for appropriate analysis
- Maintain chain of custody records and testify in court if necessary
- Coordinate and prepare usable unclaimed property and evidence for auction as pursuant to State Penal Code provisions
- Purge property pursuant to prescribed methods on a regular basis
- Keep records current on the location and movement of property within the department, in court, or to other locations as necessary
- Confer with sworn personnel, City Attorney's office, investigators, District Attorney's office, court and other law enforcement agencies on matters concerning property
- Store, package, catalog, and destroy narcotics pursuant to prescribed methods
- Destroy illegal and nuisance weapons
- Transport evidence for disposal or destruction
- Work at a computer for extended periods of time to input and access data
- Operate standard office equipment
- Establish and maintain a cooperative working relationship with fellow employees, sworn personnel, representatives from other Law Enforcement Agencies, and the general public.
- Other related duties as assigned

### **EMPLOYEE STANDARDS:**

#### **Knowledge of:**

- Federal and State laws and court decisions pertaining to the recovery of property and evidence and preservation of the evidence chain
- Rules and regulations related to proper release of information from law enforcement agencies

- techniques, practices and procedures of receiving, inventorying, safeguarding, storing, and handling of property
- principles and practices of basic record keeping and filing systems
- vast knowledge of the rules of evidence and laws pertaining to the maintenance, release and destruction of evidence
- local government operations and procedure related to law enforcement
- legal terminology and legal process
- rules of evidence and basic criminal law
- process and procedures for requesting court orders
- practice and procedures for the handling and disposing of hazardous materials and fire arms

**Ability to:**

- work under general supervision and make independent decisions
- work quickly and accurately on multiple tasks
- communicate clearly and concisely, orally and in writing
- understand and carry out oral and written directions
- maintain confidentiality about information accessed in work activities
- maintain accurate records and files
- properly handle large sums of money, hazardous materials, firearms, biohazards and unusual items
- use common office software and applicable specialized law enforcement software
- maintain a current knowledge of evidence and property storage and release procedures
- establish and maintain effective work relationships with those contacted in the performance of the required duties
- learn and follow all City and departmental rules and regulations
- work on call shifts as required during emergencies

**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
- move sufficiently to lift boxes, climb ladders and stairs to retrieve various types of evidence, lift up to 50 lbs.
- bend, crouch, kneel, squat, or stoop, push/pull file drawers and supplies, reach in all directions
- walk on uneven surfaces
- work with and handle hazardous substances such as contaminated blood, urine and semen
- reach above and at shoulder height
- sit at a desk using near vision for long periods of time
- work indoors in an office environment subject to heat/cold and fragrances

- use a computer keyboard
- grasp files, documents, evidence, and equipment with right and left hands
- see and hear in the normal visual and audio ranges with or without correction

#### **TRAINING AND EXPERIENCE:**

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

- 5 years of experience working as a Property and Evidence Technician or related position in a municipal police property and evidence bureau

#### **LICENSE**

- Possession at the time of hire and continued maintenance of a valid California Class C driver's license.

#### **Desirable Qualifications:**

- The ability to speak English and Spanish
- Prior supervisory or lead experience
- Demonstrated effective conflict resolution, communication, and interpersonal skills

City of Watsonville  
Job Description



**JOB TITLE:** Property and Evidence Technician I and II      **DATE APPROVED:**  
**DEPARTMENT:** Police Department      **SUPERSEDES:** None  
**REPORTS TO:** Property and Evidence Supervisor  
**SUPERVISION:** None  
**EMPLOYEE UNIT:** Operating Engineers No. 3  
**FLSA:** Non-exempt

**JOB SUMMARY:** Under general supervision, operates in the Police Department's property and evidence bureau to receive, record, store, safeguard, load, transport, verify, release and disburse evidence and found or abandoned property; maintain separate property areas; and perform work as required.

**PROPERTY AND EVIDENCE TECHNICIAN I:**

Employees in this classification receive close supervision within a framework of well-defined policies and procedures. This job class performs the more routine tasks and duties while learning the more complex functions. This job class requires accuracy and attention to detail and functions at an entry level of classification.

**PROPERTY AND EVIDENCE TECHNICIAN II:**

Employees in this classification receive general supervision within a framework of well-defined policies and procedures. This job class performs the full range of the classification's tasks and duties and requires knowledge of the rules and regulations related to the proper release of information from law enforcement agencies.

**DISTINGUISHING CHARACTERISTICS:**

This is a non-peace officer class with responsibility for evidence and property stored in the Police Department as well as in off-site locations. Property and Evidence Technician I and II handles a broad range of confidential and sensitive records, maintains the integrity and security of criminal evidence, including the handling of hazardous and bio-hazardous substances in a variety of containers and packaging, including but not limited to, contaminated blood, urine, saliva, and semen, as well as a broad range of narcotics, firearms, and other weapons.

The Property and Evidence Technician II is distinguished from the Property and Evidence Technician I class by the responsibility and performance of more complex and difficult assignments.

ATTACHMENT 8  
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**SUPERVISION RECEIVED AND EXERCISED:**

- Receives supervision from the Property and Evidence Supervisor. The Property and Evidence Technician II may provide training to staff assigned to work in the property and evidence room.

**EXAMPLES OF ESSENTIAL DUTIES** – Duties may include, but are not limited to, the following:

- Receive, load, transport, verify, code, store, and safeguard various items of evidence and property
- Keep accurate records of stored property and evidence to assure security and retrieval capability for court and audit purposes
- Maintain confidential files and records regarding property in custody and its disposition
- Release property to be used as evidence in court or returned to owners
- Forward and hand deliver evidence to various laboratories or experts for appropriate analysis
- Maintain chain of custody records and testify in court if necessary
- Coordinate and prepare usable unclaimed property for auction as pursuant to State Penal Code provisions
- Purge property pursuant to prescribed methods on a regular basis
- Keep records current on the location and movement of property within the department, in court, or to other locations as necessary
- Confer with sworn personnel, City Attorney's office, investigators, District Attorney's office, court and other law enforcement agencies on matters concerning property
- Store, package, catalog, and destroy narcotics pursuant to prescribed methods
- Destroy illegal and nuisance weapons
- Transport evidence for disposal or destruction
- Work at a computer for extended periods of time to input and access data
- Operate standard office equipment
- Establish and maintain a cooperative working relationship with fellow employees, sworn personnel, representatives from other Law Enforcement Agencies, and the general public
- Other related duties as assigned

**EMPLOYEE STANDARDS:**

**Knowledge of:**

- Federal and State laws and court decisions pertaining to the recovery of property and evidence and preservation of the evidence chain
- techniques, practices and procedures of receiving, inventorying, safeguarding, storing, and handling of property
- principles and practices of basic record keeping and filing systems

- basic knowledge of the rules of evidence and laws pertaining to the maintenance, release and destruction of evidence
- local government operations and procedure related to law enforcement
- legal terminology and legal process
- rules of evidence and basic criminal law
- process and procedures for requesting court orders
- practice and procedures for the handling and disposing of hazardous materials and fire arms

**Ability to:**

- work quickly and accurately on multiple tasks
- communicate clearly and concisely, orally and in writing
- understand and carry out oral and written directions
- maintain confidentiality about information accessed in work activities
- maintain accurate records and files
- properly handle large sums of money, hazardous materials, firearms, biohazards and unusual items
- use common office software and applicable specialized law enforcement software
- maintain a current knowledge of evidence and property storage and release procedures
- establish and maintain effective work relationships with those contacted in the performance of the required duties
- learn and follow all City and departmental rules and regulations

**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.

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- grasp file, documents, evidence, and equipment with right and left hands
- use a computer keyboard
- work indoors in an office environment subject to heat/cold and fragrances
- see and hear in the normal visual and audio ranges with or without correction
- work on call shifts as required during emergencies

## **TRAINING AND EXPERIENCE:**

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

High school graduation or tested equivalent and one-year of experience as a Police Officer, Municipal Court Clerk, Police Records Clerk, and related property/evidence room experience.

## **LICENSE**

- Possession at the time of hire and continued maintenance of a valid California Class C driver's license.

## **Desirable Qualifications:**

- The ability to speak English and Spanish

## **Property and Evidence II:** *(In addition to the above standards and experience)*

- Read, understand, and follow office policies, rules, instructions, laws, and ordinances and general literature pertaining to law enforcement activities and property matters
- Two years of experience as a Property and Evidence Technician I or equivalent
- May monitor and direct the work of Property and Evidence Technician I and other assigned staff in a lead capacity and perform other lead functions at the direction or in the absence of the Property and Evidence Supervisor