



CITY OF BANNING, CALIFORNIA

Police Assistant II

Job Code: 2151

FLSA Exempt Non-Exempt

JOB DEFINITION: Under general supervision, perform a variety of support services for the Banning Police Department, including maintenance tasks, supply duties, perform duties associated with maintaining police records, perform duties associated with maintaining property, and to do other work as required.

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

REPRESENTATIVE DUTIES: Depending on the area of the assignment, duties may include, but are not limited to the following:

Perform all duties, responsibilities and necessary functions of the Custodian of Records for the Banning Police Department. Supervises and purges reports according to mandates by the State of California.

Train new personnel in the essential duties and responsibilities associated with the proper maintenance, storage, and handling of police department records and evidence.

Take phone calls concerning civil and criminal issues, furnish information to the public and authorized law enforcement personnel over the telephone or at a counter in accordance with established departmental policy; write documenting reports; perform front counter duties as needed.

Perform preliminary background checks/investigations for permits and licenses; fingerprint the public; fingerprint, photograph, process and register identified members of the public such as drug, sex and arson registrants and suspects as mandated by law.

Process a variety of police reports by reviewing for complete and correct information, resolving errors, or obtaining missing information from officers; gather background information on persons or property such as arrest record, outstanding warrants, stolen or recovered property, etc. for use in further investigations. Maintain, monitor, distribute and verify accurate police reports. Post and maintain police records in a computerized records management system.

Retrieve and report crimes and statistics to the Department of Justice and Federal Bureau of Investigation. Copy and deliver police reports and records to proper court and outside agencies. Release information according to state and Federal laws under the Public Records Act. Process and serve subpoenas from the courts and outside entities.

Receives, prepares, inputs, files and maintains police documents including complaints, citations, declarations, court orders, crime/arrest and traffic reports. Summarize police record data including crimes and booking information. Prepares and files documents for purge, retention, sorting and classification. Reviews archived documents for accuracy and legibility prior to hard copy destruction.

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Provides customer service by responding to counter, telephone and facsimile requests. Balances cash received, completes deposit slip and delivers to City Hall cashiers.

Enter and retrieve online confidential law enforcement information; send messages over law enforcement data systems by computer terminal; process traffic citations and vehicular traffic incident reports; sort citations to appropriate courts; review citations for correct reporting code, vehicle code section, court date and time; obtain driver's license and driving record history from Department of Motor Vehicles.

Transport vehicles, case files, laboratory specimens, supplies and equipment; transport evidence as required to various locations including the District Attorney's Office, Department of Justice and forensic service providers.

Document and enter evidence information into law enforcement databases. Generate reports of movement and handling of department evidence. Operate and maintain evidence storage rooms containing highly confidential records, evidence, firearms, narcotics, cash and property. Receives, preserves, classifies, logs, and maintains items used in criminal cases or investigations. Submits and processes evidence for testing. Distribute and maintain final lab or forensic reports from crime labs. Dispose of property and evidence accordance with Federal, state, and local laws, Department policy, and court mandates.

Maintain inventory for facilities, vehicles, and equipment; order, pick up and stock assigned forms, supplies and other necessary items such as keys, license tags and plates; arranges vehicle maintenance; maintain records on vehicles, registration, repairs, and related requirements; ensure vehicles have necessary supplies and equipment.

KNOWLEDGE AND SKILLS:

- Knowledge of applicable city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders and other operational guidelines and directives.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of file and records management principles and police records and recordkeeping procedures.
- Knowledge of customer service techniques and concepts.
- Knowledge of Federal, state and local laws related to the entry, storage, transfer and disposal of evidence and property.
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, regulations, ordinances, codes, administrative orders, policies and procedures and other operational guidelines and directives.
- Skill in assessing and prioritizing multiple tasks, projects and/or demands.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in operating a personal computer utilizing a variety of software applications.

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- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing crime scene and criminal evidence.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.

MINIMUM QUALIFICATIONS: A high school diploma or GED and two (2) years of customer service, administrative support, or records maintenance experience; including supervisory experience.

ADDITIONAL REQUIREMENTS: Must have at the time of application or earn within one year of employment, a Peace Officer's Standards and Training (POST) Records Certificate, Public Records Act Certificate, and Records Management Certificate and must maintain them while employed in the position. Must have and maintain a valid California Class C Driver's License. Must be willing to work varying hours, rotating shifts and be willing to work weekends and holiday shifts. Must be able to pass a comprehensive background investigation. May be exposed to potential physical harm, infectious diseases, hazardous chemicals and/or dangerous machinery.