

Sheriff's Community Services Technician

Definition:

Under general supervision as a uniformed, unarmed, non-sworn employee, performs a variety of support activities of law enforcement within the Sheriff's Office. Incumbents will assist both sworn and non-sworn personnel and may be required to work any shift, weekends and holidays.

Essential Functions:

- Assists sworn personnel in follow-up investigations of assigned cases.
- Responds to non-hazardous, non-emergency, and/or cold calls for service in-lieu of a Deputy Sheriff; interview complainants; prepare necessary criminal and non-criminal police reports including grand or petty theft, ID theft, stolen or recovered vehicles, fraud, lost or stolen property, found property, vandalism, and burglary reports; assist other agencies as required.
- Responds to crime scenes to collect, process, record and analyze evidence according to standard procedures.
- Photographs crime scenes and traffic accidents; prepares photos and other visual displays for record and evidence for court.
- Assists sworn personnel in taking reports of and searching for persons reported missing.
- Interview and obtain statements from victims and witnesses.
- Directs traffic at accident, crime and fire scenes and special events.
- Conducts certain types of criminal and traffic investigations.
- Prepares and completes a variety of investigative and incident reports.
- Receives crime reports from the public and completes all required reports.
- Assists Crime Scene Technicians as needed.
- Receives and responds to citizen inquiries over the telephone and at the public counter and gives general assistance or directions as appropriate.
- Establishes and maintains cooperative working relationships with those contacted in the course of work.
- Recovers stolen vehicles and processes for evidence where found unattended; tows abandoned vehicles.
- Testifies in court as required.
- Provides information to the public in accordance with applicable laws and departmental policies and procedures.
- Stores and/or transports property and/or evidence as assigned.
- Operate a computer to enter or retrieve data.

Other Functions:

- Performs other related duties as required.

- Assists Crime Scene Technicians with more complex investigations involving the collection, preservation and documentation of physical evidence at crime scenes; obtaining latent fingerprints, and other forms of evidence.

Employment Standards:

Minimum Qualifications:

- High School Diploma, G.E.D. or equivalent
- Possession of a valid California Class C Driver's License

Knowledge of: local geography including location of streets, highways, public buildings and public facilities; modern office practices, procedures and equipment including computers and related software; and basic police operations.

Ability to: read, understand and explain applicable laws, regulations and ordinances; react quickly and calmly in emergencies; obtain and verify information through telephone contacts and personal interviews; conduct investigations and write reports; provide conflict resolution; read, understand and explain applicable laws, regulations and ordinances; work independently with little supervision, analyze situations and exercise sound judgement; operate a variety of office equipment including computers and computer software to prepare clear, concise and comprehensive reports and other correspondence; testify in court; and establish and maintain effective working relationships and professionalism with those contacted during the performance of assigned duties; drive a variety of vehicles.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

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