



# City of Gonzales



P.O. BOX 647  
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147 FOURTH ST.  
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GONZALES, CALIFORNIA 93926  
[www.gonzalesca.gov](http://www.gonzalesca.gov)

## **POLICE SERVICES TECHNICIAN**

### **DEFINITION**

Under direct to general supervision; to perform a variety of functions and tasks in both the field and the office which can be accomplished by non-sworn personnel to include receiving and writing citizens' complaints, reports, and requests for assistance; to enforce state and city laws and regulations pertaining to vicious or nuisance animals and the licensing and humane treatment of animals; to maintain various files and records for the Police Department; to assist in traffic control and the enforcement of parking/abandoned vehicle violations; to assist sworn officers in criminal investigations, booking arrestees, and maintaining evidence and property; and to function as a positive and cooperative team member.

### **DISTINGUISHING CHARACTERISTICS**

This job class is the entry-journey level classification responsible for providing clerical, technical and specialized assistance to sworn personnel in the preservation of the health, safety and welfare of the community and the enforcement of designated municipal codes and regulations. Employees allocated to the Police Services Technician job class must possess excellent customer service skills, exercise considerable judgment, and respect the confidentiality of all information received.

### **SUPERVISION RECEIVED AND EXERCISED**

Employees in this classification receive general supervision from a Police Captain or his/her designee within a well framed framework of established policies and standard operating procedures.

### **EXAMPLES OF DUTIES**

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

Performs a variety of police support functions that do not require a sworn officer response such as the following:

#### **Animal Control**

- Receives and investigates complaints and reports from the public and other agencies regarding stray, dangerous, unwanted or improperly controlled animals; tactfully handles complaints to successfully resolve the situation; consults supervisor for advice or assistance in the handling of unusual and/or difficult situations.
- Picks up and catches loose and/or injured animals in response to complaints or requests; transports animals to designated SPCA facilities in a humane manner according to relevant laws, codes, and ordinances and as directed.
- Cleans and disinfects kennel facilities, vehicles, and equipment as necessary.
- Interacts with the public in a professional and knowledgeable manner to maintain public confidence and safety; explains relevant animal control laws, regulations, procedures and policies in response to inquiries concerning animal control services.

### **Vehicle/Traffic Control**

- Operates a vehicle to check streets for parking violations and abandoned vehicles; responds to complaints from the public regarding abandoned and/or inoperative vehicles.
- Cites vehicles for violations; monitors cited timelines and other compliance activities and follows up with appropriate processing; coordinates the removal of abandoned and/or illegally parked vehicles.
- Performs traffic control by directing traffic utilizing hand signals, flashlights, flares, traffic cones and/or other barriers; moves, lifts and positions stanchions, barricades and other heavy objects for establishment of temporary traffic routes.

### **Criminal Investigation Support**

- Assists sworn Police Officers in crime scene searches and emergency situations; utilizes a variety of law enforcement communications equipment.
- Books arrestees; takes fingerprints and files fingerprint records; conducts prisoner searches; and transports prisoners according to established law enforcement guidelines and processes.
- May operate photographic and/or video equipment in the documentation of crime scenes and/or related evidence to support investigative process.

### **Property Room Support**

- Assists in the operation and maintenance of the police evidence room; receives, inventories, stores, maintains and releases all types of property and evidence coming into the possession of the Police Department.
- Produces evidence for court, attorneys and investigators upon request and accompanied by appropriate documentation; receives and releases impounded vehicles; provides evidence collection supplies for sworn officers.

### **Clerical Support and Other Assignments**

- Receives reports from the public by telephone and in person; writes brief reports, receives money and/or property, issues receipts and maintains appropriate record.
- Acts as receptionist; responds to questions and concerns from the public, departmental staff and other agencies; provides information and resolves service issues and complaints as appropriate or refers inquiries to appropriate resource.
- Assists in the processing and maintenance of reports, records and other data; operates a variety of state and local automated information systems; performs other office support/data processing functions as assigned.
- As directed, serves as liaison and provides staff assistance to various citizen and community interest groups; may make presentations to community groups.
- Establishes positive working relationships with representatives of community organizations, state and local agencies and associations, City management and staff, and the general public as a liaison with and representative of the City's Police Department.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Standard and accepted office procedures, practices and equipment.
- Basic computer operations including basic software applications.
- Basic methods and techniques for report preparation and business writing.
- Basic police practices and procedures.
- Standard and accepted customer service etiquette.
- Standard and accepted methods and techniques for recordkeeping.
- Basic feeding and care of domestic animals.
- Basic English usage, spelling, grammar, and punctuation.

### **Skill to:**

- Understand and follow both written and oral directions in an independent manner.
- Read, understand, interpret and apply designated statutes, rules, regulations, departmental procedures, and municipal codes.

- Exercise sound judgment in a variety of situations.
- Learn to care for and control both domestic and wild animals in a safe manner, including livestock, so as to avoid injury to persons and animals.
- Learn to recognize symptoms of rabies and other animal diseases; learn the techniques involved in restraining and isolating animals suspected of having bitten individuals or of having rabies.
- Learn and enforce designated policies, procedures, codes and regulations in an effective manner.
- Learn and apply radio communication procedures and police codes.
- Learn and operate specialized law enforcement information systems software and designated law enforcement equipment in an effective manner.
- Learn and operate photographic and video equipment in an effective manner.
- Communicate clearly, concisely and with tact in both oral and written forms.
- Perform assigned duties to include some heavy lifting and sporadic but strenuous physical endeavors in a safe and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

### **LICENSES AND CERTIFICATES**

- Possession of a valid and appropriate California state driver's license.
- Possession of a safe driving record per the City's driving standards.
- Skill to obtain a state of California humane officer status and/or P. C. 832 status within one year of employment.

### **TRAINING AND EXPERIENCE**

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

#### **Training**

The equivalent to high school graduation to include the ability to read and write at a level required for successful job performance.

#### **Experience**

At least one year of community/public service work experience.

### **TYPICAL PHYSICAL REQUIREMENTS**

While performing the essential functions of this job class, the employee must meet sufficient physical standards including mobility and physical strength and stamina sufficient to respond to a variety of emergency situations and apprehend domestic animals as well as work in a standard office setting and operate a motor vehicle for extended periods of time.

### **TYPICAL WORKING CONDITIONS**

Employee must be willing to work evening, night, weekend and holiday shifts, as assigned, and pass a detailed background investigation. Employee performs many assigned duties outdoors in a variety of climatic conditions including exposure to hot and cold temperatures, working in cramped spaces, and in traffic. At times the majority of the employee's work time may be spent driving. Employees will have continuing contact with other staff, citizens, other agencies and businesses as well as the general public in the performance of assigned duties.

## **SALARY AND BENEFITS**

<b>SALARY RANGE:</b>	\$3,312 - \$4,507/month
<b>HEALTH INSURANCE:</b>	The City pays 100% of the cost of health insurance premiums for an employee's medical, vision and dental coverage, and contributes toward dependent coverage.
<b>RETIREMENT:</b>	<p><b>Miscellaneous (non-safety)-Classic</b> employees will be enrolled in the 2% @ 60 CalPERS formula and will contribute 100% of the employee's contribution on a pre-tax basis. An employee is vested after 5 years of CalPERS participation. The City also participates in Social Security.</p> <p><b>Miscellaneous (non-safety)-PEPRA</b> employees will be enrolled in the 2% @ 62 CalPERS formula and will contribute 100% of the employee's contribution on a pre-tax basis. An employee is vested after 5 years of CalPERS participation. The City also participates in Social Security.</p>
<b>HOLIDAY LEAVE:</b>	Thirteen (13) days per year.
<b>VACATION LEAVE:</b>	<p>Vacation Leave is accrued as follows:</p> <ol style="list-style-type: none"><li>1. Six and two-thirds (6 2/3) hours per month for <b>less than three (3) years</b> of service.</li><li>2. Ten (10) hours per month for <b>three (3) to ten (10) years</b> of service.</li><li>3. Eleven and two-thirds (11 2/3) hours per month for <b>ten (10) to fifteen (15) years</b> of service.</li><li>4. Thirteen and one-third (13 1/3) hours per month for <b>fifteen (15) or more years</b> of service.</li></ol>
<b>SICK LEAVE:</b>	Eight (8) hours per month.
<b>LIFE INSURANCE:</b>	The City pays 100% of the current Life Insurance Policy.
<b>LONG TERM DISABILITY:</b>	The current policy provides 60% of pre-disability earnings, reduced by deductible income after a ninety-day waiting period. The City does not provide short-term State Disability Insurance.

## **APPLICATION/SELECTION PROCEDURE AND DEADLINE**

All applicants must complete and file a City of Gonzales application form. A resume may be submitted with the application but cannot take the place of the application. **Position open until filled.** Applications may be mailed to the Personnel Department, City of Gonzales, P.O. Box 647, Gonzales, CA 93926. If delivered in person, applications may be received at Gonzales City Hall, 147 Fourth Street, Gonzales, CA. Written applications will be screened, and the most qualified applicants will be invited for interviews.

If you have a disability which may require an accommodation in the selection procedures outlined above, please notify the City Clerk in writing at [cityclerk@ci.gonzales.ca.us](mailto:cityclerk@ci.gonzales.ca.us)

***The City of Gonzales is an Equal Opportunity Employer.***



*City of Gonzales*

[www.gonzalesca.gov](http://www.gonzalesca.gov)

**OFFICE USE ONLY**  
**DATE RECEIVED**

P.O. Box 647 \* 147 Fourth Street, Gonzales, CA 93926

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## EMPLOYMENT APPLICATION

*Please print in ink*

Date	Social Security Number	Home Phone # ( ) ( )	Cell Phone # ( ) ( )
Name (First)	(Middle)	(Last)	California Driver's License No.
Mailing Address		City	State      Zip
Type of Work or Position Applying for 1.	2.	Full Time ____ Part Time ____	Permanent ____ Temporary ____
Are you between the ages of 18 and 70? Yes__ No__	If hired, can you furnish proof of age? Yes__ No__	If you are not a U.S. Citizen, Do you have the legal right to remain and work permanently in the U.S.? Yes__ No__	Do you have permission to work Temporarily? Yes__ No__
Have you ever been employed by the City? Yes__ No__	Dates employed Department Position	Do you have a relative employed by the City? Yes__ No__	Name Department Position
Referred by	Day Phone #	Evening Phone #	

**ANSWER THESE QUESTIONS IF ANY POSITIONS FOR WHICH YOU ARE APPLYING REQUIRE PROFICIENCY IN THE FOLLOWING**

Language(s) Written	Other Skills or Special Training You Have or Machines You Operate
Language(s) Read	
Words Per Minute	Computer Programs

### EDUCATION

Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12	College 1 2 3 4	Graduate 1 2 3	List below only the schools you have attended at the high school level and beyond. Include technical, military, professional, college, or university.				
Name of School	Location	From Mo/Yr	To Mo/Yr	Units Completed	Degree or Diploma	Major	

EXTRACURRICULAR ACTIVITIES (you may exclude any names of organizations which may reveal your race, religion, national origin or ancestry)	HONORS RECEIVED

If you are applying for a position in a scientific, technical, professional or administrative field, list by descriptive title (not course number) the courses in your major field and all related courses you have taken at the college level. Indicate lower division courses you have taken at the college level. Indicate lower division courses with "I" upper with "U" and graduate with "C" units and final grade.

Subject	Lower, Upper or Graduate	Units	Grade	Are You Attending School Now? Yes__ No__ Where? _____ What Hours? _____ Course of Study? _____ Do You Plan Further Educational Study? Yes__ No__ What Field? _____

Certificates and licenses (give state, number and expiration date) and membership in professional societies.

Community activities, special interests: (you may exclude names of organizations, which may reveal your race, religion, national origin or ancestry)

Other Pertinent Qualifications:

### EMPLOYMENT RECORD

List your present or most recent employer FIRST and include U.S. Armed Forces experience and major volunteer experience; account for all time during at least the past ten years, including periods of unemployment. You may exclude names of organizations, which may reveal your race, color, religion, national origin or ancestry. If more space is required, attach a separate sheet to this form.

<b>EMPLOYER</b> Name and Address		YOUR JOB TITLE AND DUTIES IN DETAIL		REASON FOR LEAVING
<b>From:</b> Month      Year	<b>To:</b> Month      Year	Total # of Months/Years	Hours worked per week	
Type of Business		Name of your supervisor	Phone Number	May we contact your current employer?
<b>EMPLOYER</b> Name and Address		YOUR JOB TITLE AND DUTIES IN DETAIL		REASON FOR LEAVING
<b>From:</b> Month      Year	<b>To:</b> Month      Year	Total # of Months/Years	Hours worked per week	
Type of Business		Name of your supervisor	Phone Number	May we contact your current employer?
<b>EMPLOYER</b> Name and Address		YOUR JOB TITLE AND DUTIES IN DETAIL		REASON FOR LEAVING
<b>From:</b> Month      Year	<b>To:</b> Month      Year	Total # of Months/Years	Hours worked per week	
Type of Business		Name of your supervisor	Phone Number	May we contact your current employer?

### MILITARY SERVICE

Service Dates	Branch	Highest Grade/Rank	Type of Discharge
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*The City is an affirmative action/equal opportunity employer*

I certify that all statements on this application are true and complete to the best of my knowledge and belief. If employed, I understand that any falsification of this record may be considered cause for termination.

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Applicant's Signature