PUBLIC SAFETY SUPPORT SPECIALIST

**CLASS SUMMARY:** The Public Safety Support Specialist performs a variety of specialized and complex paraprofessional public safety support duties including: the impoundment, processing, and disposal of abandoned and/or impounded vehicles; receipt, storage, safekeeping, release and disposal of property and evidence that comes into the custody, or under the control of the Sheriff's Office; may assist with or respond to non-emergency calls; does related work as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Works under the supervision of a designated superior who assigns and reviews work for effectiveness and conformance to laws, policies, procedures, rules and regulations.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

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<td>1.</td>
<td>Processes, maintains, and preserves all property collected by Public Safety personnel and outside police agencies.</td>
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<td>Maintains the physical security of the property/evidence section processing and storage facility, records, files, and computer systems.</td>
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<td>Maintains the vehicle impound lot; coordinates access by investigating personnel and any other person with authorized request for access; maintains a current inventory of vehicles/property/evidence within.</td>
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<td>Processes lien notification, sales, release and/or disposal actions for abandoned and impounded vehicles/property.</td>
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<td>Prepares film and crime scene evidence for shipment to other laboratories for processing, testing, and analysis.</td>
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<td>Responsible for safe storage of evidence and for ensuring that chain of evidence (custody) is clearly preserved whenever evidence is received or is removed from the property room.</td>
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<td>7.</td>
<td>Checks case reports for authorization to dispose of evidence and property; assists in the disposal of evidence and unclaimed property through auction, destruction, and appropriation for department use; purges items from inventory records.</td>
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<td>8.</td>
<td>Transports evidence to court or other laboratories as required; coordinates public contact and appointments for the transfer or release of property/evidence.</td>
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<td>9.</td>
<td>Reviews completed property/evidence inventory reports for accuracy and completeness.</td>
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10. Prepares and forwards deficiency notices for evidence packaging and completed property/evidence inventory report forms.

11. Appears and testifies in response to subpoenas.

12. Maintains adequate supplies and equipment in a call-out vehicle for the purpose of processing a crime scene and/or transporting evidence and property.

13. Recommends and assists in the development, review and implementation of policies and procedures for the management and operation of the property/evidence section.

14. Coordinates the special disposal of narcotics, explosives, biological specimens, biohazard materials and firearms.

15. Processes a crime scene; identify, photograph, collect, package and inventory evidence in accordance with accepted department and industry standards.

16. Responds to non-emergency calls for service and prepares written reports on incidents that do not involve crimes against persons or crimes in progress; may assist at major incident scenes as required and under the direction of the on-scene commander.

**Knowledge of** (position requirements at entry):
- Principles and procedures of criminal law, rules of evidence and court procedures.
- Pertinent local, state and federal laws and ordinances, and case decisions related to property seizures/impoundment; the recovery of seized property; and custody of evidence processing and storage.
- Modern office procedures, methods, personal computer equipment, word processing and data base programs.
- Departmental rules of conduct, policies and procedures.
- Proper handling of sensitive and dangerous evidence, such as drugs, biological specimens, biohazards, and firearms.

**Ability to** (position requirements at entry):
- Establish and maintain records, court orders, evidence records, and disposition records.
- Prepare reports to document activities; maintain accurate records, and testify in court on how evidence was collected and processed.
- Maintain adequate inventory of photographic, property, crime scene, and evidence management supplies.
- Answer questions pertaining to property control policies, procedures, and records.
- Perform basic mathematical calculations such as percentages, ratios, etc.
- Handle and manipulate cameras, electronic scales, firearms and other weapons.
- Operate Public Safety motor vehicles.
- Analyze situations quickly and objectively and make decisions independently with a minimum of direct supervision.
- Multi-task, prioritize workload, and meet deadlines.
- Use and maintain photographic and photo-electronic imaging equipment and related software.
- Comprehend, interpret and adhere to laws, regulations, policies and procedures.
Establish and maintain effective working relationships with those contacted in the course of work.
- Process foreclosure actions and sell or otherwise dispose of property in accordance with applicable statues, rules, or ordinances.
- Verbally present information in a clear and concise manner to groups or individuals from varying backgrounds, and to communicate effectively with these persons.
- Assess a variety of situations, sometimes involving irate and or hostile persons, decide upon appropriate responses, and/or recommend responses.
- Work a variety of shifts, including but not limited to days, swing, and graveyard; work any day of the week, including but not limited to weekends and holidays.

**Training and Experience** (positions in this class typically require):
Equivalent to the completion of the twelfth grade. Two years of experience working with a law enforcement agency, preferably in the preservation and custody of evidence; or working with the public and experience in property recordkeeping or inventory maintenance. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

**Licensing Requirements** (positions in this class may require):
- Possession of a valid Oregon Driver’s License at the time of appointment.
- Ability to successfully complete an approved training course on Evidence and Property Management within one year of appointment.
- Ability to obtain an abandoned vehicle appraiser’s license within two years of initial appointment.
- Must meet minimum standards for appointment as a special deputy.

**NOTE:** This position is represented by Lane Co Peace Officers’ Assoc.

**Classification History:**
FLSA Status: Non-Exempt