



# City of Monterey Police Services Technician

<b>SALARY</b>	\$6,210.00 - \$7,544.00 Monthly \$74,520.00 - \$90,528.00 Annually	<b>LOCATION</b>	City of Monterey, CA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	24-0607
<b>DEPARTMENT</b>	POLICE	<b>OPENING DATE</b>	12/17/2024
<b>CLOSING DATE</b>	1/8/2025 11:59 PM Pacific		

## Description



### ABOUT THE POSITION:

The City of Monterey is recruiting full-time Police Services Technicians. The Police Services Technician is a non-sworn classification assigned to the Jail and Records Section of the Monterey Police Department. The California Code of Regulations requires that for the City's detention facility, "whenever one or more female inmates are in custody, there shall be at least one female employee who shall be immediately available and accessible to such females." See 15 CCR Section 1027. In order to comply with this regulation, the City is currently seeking only female candidates for this position. All female candidates who successfully complete this recruitment process will be placed on an Eligibility List. The Eligibility List established by this recruitment may be used to fill future female Police Services Technician vacancies which may occur during the 12-month active period of the list.

Police Services Technicians play a valuable role in the dynamic world of law enforcement. This position offers a unique opportunity to work closely with sworn officers and gain firsthand experience in police procedures, evidence management,

records management, jail bookings, and emergency response coordination. It serves as an ideal introduction to the law enforcement field, allowing individuals to develop a strong foundation of knowledge and skills while contributing directly to public safety. The successful candidate has the ability to work with people under adverse conditions with sensitivity and understanding, a willingness to accept responsibility for the care and safety of prisoners, interact with the public while delivering exceptional customer service, and be available to work day or evening shifts, weekends, holidays, and overtime.

### **ABOUT THE CITY OF MONTEREY:**

Nestled along California's Central Coast, the City of Monterey is known for its natural beauty, rich cultural heritage, hospitality, and sense of community. The City of Monterey is a full-service charter city operating under a Council-Manager form of government. The City of Monterey is a full-service city that provides police, fire, public works, planning, recreation, and parks services and operates its own conference center, sports center, parking, and marina facilities.

### **WE TAKE CARE OF OUR EMPLOYEES:**

The City of Monterey offers a competitive benefits package to full-time employees. Some of these benefits include a Health Spending Fund, Medical, Dental, Vision, and Life Insurance, Vacation Accruals, Sick Leave, 14 Paid Holidays, Education Incentive Pay, Tuition Reimbursement Programs, CalPERS Retirement, and more!

### **Application Process**

A limited number of applicants who clearly show that they most closely meet the needs of this position in terms of training, experience, education, and other job-related characteristics will be accepted to participate in the selection process. This process will include evaluation and initial screening of the standard online City application to determine which candidates progress to the next phase of the recruitment process. The subsequent selection process may include a written test/written exercise, performance exercise, panel interview, and a final departmental interview. The selected candidate will be required to successfully pass reference checks, and a Livescan fingerprint background check. As a condition of employment for certain classifications, the selected candidate may be required to successfully pass a physical exam including a drug screen. The Human Resources Department reserves the right to make changes to components of the examination process.

Candidates who successfully complete all phases of this recruitment process will be placed on an eligibility list. The eligibility list is active for 12-months and may be used to fill additional positions including lower-level positions determined to have similar duties and requirements.

**EQUAL OPPORTUNITY EMPLOYER:** The City of Monterey provides outstanding services to the public and is deeply committed to a community and workforce that is inclusive, equitable, and diverse. We welcome and encourage applications from all qualified applicants, including underrepresented minorities that contribute to the diversification and enrichment of ideas and perspectives. The City of Monterey does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital status, or based on an individual's status in any group of class protected by applicable federal, state or local law.

**SUMMARY:** Under general supervision, to search, book, care for, and release prisoners; to perform all aspects of police records functions; protect the security and integrity of confidential and sensitive information; to release police records information to authorized persons; to dispatch information and maintain contact with officers in the field; to answer the telephone and greet the public at the department information counter, providing a variety of information and assistance; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS:** Employees at this level receive occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. This position is distinguished from the higher level Senior Police Services Technician in that the latter is the first level supervisory position in the Police Jail and Records Unit.

### **Examples of Duties**

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Search, photograph, fingerprint and book incoming prisoners of the same sex.
- Establish and update booking records; inventories and take custody of inmate property.
- Place prisoners in cells.
- Prepare and serve meals to prisoners.
- Monitor inmate health and safety; take and place telephone calls relating to prisoners.
- Preserve evidence; accept bail and release prisoners; transport equipment, evidence, and prisoners; give testimony in court; perform intoxilyzer tests and record results.
- Prepare reports regarding prisoner conduct and jail operations.
- Perform a variety of records maintenance and report preparation assignments for the Department.
- Index case records and incident reports.
- Process and file Notices to Appear, citations, warrants, and other documents; maintain and update daily logs.
- Maintain recordkeeping systems for lost and stolen property.
- Inventory, book, process and record, through a chain of custody, evidence and other types of property (this includes firearms, controlled substances, sexual assault kits, etc.).
- Process information for searching, updating, and revising computerized files.
- Compile periodic reports.
- Operate a radio to maintain contact with officers in the field and provide records information as needed.
- Access and operate numerous local, state, and federal databases and telecommunications systems to input and request information.
- Confirm outstanding warrants with other law enforcement agencies.
- Answer the telephone and greet the public at an information counter, providing a variety of information and referring them to other staff as appropriate; operate a variety of office equipment.
- Will work various assigned shifts and hours, including night shifts, holidays, weekends and occasional required overtime.
- Support the relationship between the City of Monterey and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff.
- Maintain confidentiality of work-related issues and City information.
- Perform other job-related duties within the scope of this job classification as assigned.

## Typical Qualifications

### MINIMUM QUALIFICATIONS:

*Education:* Graduation from high school or GED equivalent. College coursework and a Bachelor's Degree is highly desired.

*Experience:* One (1) year of clerical experience. Knowledge and proficiency of computerized word processing and spreadsheets. One (1) year of work experience in a position requiring extensive public contact with customer service is highly desirable.

An equivalent combination of education and experience may be considered.

### LICENSE AND CERTIFICATION:

- Must possess a valid California Driver's License upon time of appointment and be insurable with the City's standard insurance rate, unless otherwise approved by appointing authority.
- Completion of the Police Records Training within the first year of employment.
- Completion of the California Correctional Officer Academy within the first year of initial employment, supplemented by 24 hours of annual training approved by Standards and Training for Corrections.

- Completion of First Aid and CPR certification within six months of employment.
- Ability to pass a thorough background check, polygraph and psychological exam.
- Pass City physical examination.

**KNOWLEDGE AND SKILL:****Knowledge of:**

- Modern office methods and equipment; use of computer hardware and software required;
- Development and maintenance of electronic and manual filing and recordkeeping systems and spreadsheets.
- Correct English usage, spelling, grammar, and punctuation.
- Pertinent Federal, State and local laws and ordinances.
- Fundamentals of municipal law enforcement and police service.
- Fundamentals of Community Oriented Policing and Problem Solving (COPPS) and the familiarization between law enforcement and residents.

**Skill in:**

- Learning the laws of arrest and rules of evidence.
- Learning the laws, rules, and requirements for release of information from police records.
- Learning procedures, methods, and policies for the booking, care, and custody of prisoners.
- Learning to operate telecommunications and computer systems; experienced with common business computer applications including but not limited to: MS Word, Powerpoint, and Excel
- Establishing and maintaining a cooperative working relationship with fellow employees, sworn personnel, representatives of other law enforcement agencies and the general public, including victims, suspects and persons convicted of serious and violent crimes, and people with mental illness.
- Dealing tactfully and effectively with a variety of individuals who may be emotional, hostile, irate, under the influence of alcohol or drugs, active or passive resistance from prisoners.
- Reading and understanding departmental policies, instructions, laws and regulations.
- Preparing clear and accurate reports.
- Physical agility.

**Supplemental Info****MENTAL EVALUATION:**

Police Services Technicians will be evaluated by a doctor and must be found to be free from any physical, emotional, or mental condition that might adversely affect the exercise of the powers of their duties; This includes whether the candidate has a bias against race or ethnicity, gender, nationality, religion, disability, or sexual orientation.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:****Physical Demands**

- Standing & Walking – Standing for extended periods of time and/or walking distances (1 or more miles).
- Sitting - Ability to work in a seated position at a computer station for extended periods of time.
- Lifting - Ability to safely lift over to 50 pounds; use proper lifting techniques including bending at the knees.
- Climbing - Ability to ascend 10 ft. or more up ladder(s).
- Manual Dexterity - The ability to perform multiple work activities requiring a significant level of physical and mental coordination, such as accurate field measuring, repair and calibration of instruments, booking prisoners, computer keyboarding and writing..
- Visual - Acuity for driving long periods; reading literature for long periods; industry warning signs and instruments; reading maps and diagrams, computer screen.
- Hearing and Speech – Must be able to hear a variety of warning devices including alarms or calls for help; ability to communicate in person, before groups and over the telephone.
- Mobility - Ability to operate a motor vehicle, and reach, push, pull, stoop, bend, and squat.

- Reflexes - Ability to quickly and automatically respond to emergency and safety situations.

### **Environmental Elements**

This position requires a combination of work in a jail and office setting. Employees are exposed to inclement weather, noise, dust, grease, fumes, gasses and potentially hazardous materials. Employees must be able to respond physically to alarms and/or calls for help, and be in a full sprint from a standstill, in a matter of seconds. Employees must have the mental acuity to act under stress in life threatening situations, and to maintain calm efficient judgment. Employees may be subjected to verbal and physical abusive behavior, threats, insults, and be in contact with persons that carry weapons and communicable diseases. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. This position requires the ability to work a flexible schedule including weekends, evenings, nights and holidays and the ability to be available for work on an emergency basis.

### **DISASTER SERVICE WORKERS**

All City of Monterey employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

#### **Agency**

City of Monterey

#### **Address**

735 Pacific Street; Suite B

Monterey, California, 93940

#### **Phone**

831-646-3765

831-646-3765

#### **Website**

<http://www.monterey.org>

## **Police Services Technician Supplemental Questionnaire**

### **\*QUESTION 1**

**Please indicate your highest level of education.**

- Master's Degree
- Bachelor's Degree
- Associate's Degree
- High School Diploma or GED
- No High School Diploma or GED

### **\*QUESTION 2**

**Are you currently a Full-Time or Regular Part-Time City of Monterey employee?**

- Yes
- No

### **\*QUESTION 3**

**Please select the option that best describes your clerical experience.**

- 6 years or more

- 4-5 years
- 2-3 years
- 1 year
- Less than 1 year

**\*QUESTION 4**

**Please select the option that best describes your experience with computerized word processing and spreadsheets.**

- 6 years or more
- 4-5 years
- 2-3 years
- 1 year
- Less than 1 year

**\*QUESTION 5**

**Please select the option that best describes your experience in a position requiring extensive public contact with customer service.**

- 6 years or more
- 4-5 years
- 2-3 years
- 1 year
- Less than 1 year

**\*QUESTION 6**

**Please select the option that best describes your experience in law enforcement, corrections, jail, records, or security.**

- 6 years or more
- 4-5 years
- 2-3 years
- 1 year
- Less than 1 year

**\*QUESTION 7**

**Please select the option that best describes your professional experience while employed with a government agency.**

- 3 years or more
- 1-2 years
- Less than 1 year

**\*QUESTION 8**

**Will you be available to work various assigned shifts and hours, including night shifts, holidays, weekends and occasional required overtime?**

- Yes
- No

**\*QUESTION 9**

**In 250 words or less, please answer the following supplemental question to the best of your ability. Note: The text box below does NOT provide you with the word count. It is your responsibility to track your usage and stay within the 250-word limit. Copy and pasting your response into a Microsoft Word Document is recommended for obtaining your word count. Failure to stay within the above stated word limit may result in your disqualification from this recruitment process. Based on your knowledge of the position, what duties and responsibilities are associated with the Police Services Technician position?**

\* Required Question