

**RESOLUTION NO. 2015- 126**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK  
AUTHORIZING AND APPROVING THE CONVERSION OF THE FULL TIME  
COMMUNITY SERVICE OFFICER POSITION TO A FULL TIME PROPERTY  
TECHNICIAN POSITION IN THE PUBLIC SAFETY DEPARTMENT**

**WHEREAS**, there is sufficient work load and funding to convert the vacant full time Community Service Officer to a full time Property Technician, which is a job class that the City used to have; and

**WHEREAS**, staff recommends the Property Technician position be placed in the RPEA bargaining unit; and


**WHEREAS**, staff recommends a new salary range 76 of \$4,336 - \$5,271 per month and that the Property Technician position be placed in this range; and

**WHEREAS**, staff recommends approval of the Property Technician position job description and salary range 76.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Rohnert Park that it does hereby authorize and approve the conversion of the current full time Community Service Officer position to a full time Property Technician position in the Public Safety Department, the associated job description and salary range, which is attached hereto as Exhibit "A" and incorporated by this reference.

**DULY AND REGULARLY ADOPTED** this 28th day of July, 2015.

**CITY OF ROHNERT PARK**

  
\_\_\_\_\_  
Amy O. Ahanotu, Mayor

**ATTEST:**

  
\_\_\_\_\_  
JoAnne M. Buergler, City Clerk

CALLINAN: Aye MACKENZIE: Aye STAFFORD: Aye BELFORTE: Aye AHANOTU: Aye  
AYES: ( 5 ) NOES: ( 0 ) ABSENT: ( 0 ) ABSTAIN: ( 0 )

## **Exhibit "A"**

**City of Rohnert Park**

### **PROPERTY TECHNICIAN**

**\$4,336 - \$5,271**

**(New RPEA Salary Range 76)**

#### **DEFINITION**

Performs a variety of assignments related to the maintenance and storage of evidence and property held by the Public Safety Department; investigates forged and worthless document complaints filed with the Department; and performs other duties as required.

#### **DISTINGUISHING CHARACTERISTICS**

The **Property Technician** is a non-sworn working level class within the Public Safety Department that is responsible for the proper storage and disposition of property booked into the Public Safety Department as evidence or as found property. The Property Technician has responsibility for the recording, maintenance, storage, and security of evidence or property in compliance with applicable laws. The incumbent is also assigned the investigation of complaints regarding forged and worthless documents.

#### **SUPERVISION RECEIVED/EXERCISED**

General supervision is provided by a Public Safety Commander. Guidance may be received from other supervisors involved in the investigation of crimes as to the special handling of evidence received.

#### **ESSENTIAL JOB DUTIES**

**(These duties are a representative sample; position assignments may vary)**

- Stores, records, indexes, and secures property and evidence received by the Public Safety Department;
- Releases property to courts or other authorized personnel in compliance with applicable laws, policies, and procedures;
- Stores and releases found property;
- Maintains logs and records regarding guns, narcotics, and cash booked into custody;
- Obtains proper court authorization for the destruction of narcotics and weapons, coordinates the public auctioning of property;
- Researches court files regarding case disposition for the purpose of evidence destruction;
- Maintains appropriate records and controls regarding property and evidence;
- Transports evidence to laboratories for analysis;

- Prepares supplemental reports for cases regarding evidence and property storage;
- Contacts businesses regarding forged and worthless document complaints;
- Orders supplies for the Department;
- May testify in court regarding chain of custody and other issues;
- Provides court liaison duties for the agency;
- Coordinates janitorial services for the entire agency;
- Delivers Department mail to various other City departments;
- May pick up and deliver supplies;
- Fingerprints applicants and City employees.

### **QUALIFICATIONS**

Sufficient experience and education to successfully perform the duties of the **Property Technician**. A typical way of obtaining the required qualifications is to possess two years of experience working in a law enforcement environment with responsibility for the collection, recording, and storage of evidence.

#### Knowledge of:

- Considerable knowledge of techniques of receipt, indexing, preserving, and storing evidence and property;
- Federal, State, and local laws relating to the collection, recording, identification, preservation, and destruction of evidence in criminal and civil cases including weapons, narcotics, and cash;
- Basic investigative techniques utilized in researching forged and worthless documents;
- Safety procedures for the proper handling of weapons and narcotics;
- Techniques of record keeping, indexing, filing, and storage as they relate to evidence and property.

#### Ability to:

- Maintain and control evidence and property;
- Maintain accurate records;
- Prepare clear, concise and accurate reports;
- Present clear and accurate testimony in court;
- Work in the sometimes unpleasant environment of handling evidence of violent crimes.

### **LICENSE/CERTIFICATE**

Possession of a Class C California driver's license by date of appointment.

**WORKING CONDITIONS**

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and squatting, crouching in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in writing reports, and using a computer keyboard. Additionally, the position requires near and color vision in viewing evidence and property. This position may require working around blood, body fluids, narcotics, and other potential toxic exposures. Incumbents may be required to lift, push, or pull property weighting in excess of 25 pounds.

**FLSA Status:** Non-Exempt

**Employee Unit:** Rohnert Park Employees' Association

**Approved By:**

**Date Approved:**