



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.)

1. Processes, maintains, and preserves all property collected by Public Safety personnel and outside police agencies.
2. Maintains the physical security of the property/evidence section processing and storage facility, records, files, and computer systems.
3. 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.
4. Processes lien notification, sales, release and/or disposal actions for abandoned and impounded vehicles/property.
5. Prepares film and crime scene evidence for shipment to other laboratories for processing, testing, and analysis.
6. 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.
7. 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.
8. Transports evidence to court or other laboratories as required; coordinates public contact and appointments for the transfer or release of property/evidence.
9. Reviews completed property/evidence inventory reports for accuracy and completeness.

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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.

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- 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 statutes, 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