

<b>ORGANIZATION:</b> City of Sherwood	<b>DATE:</b> 2008
<b>LOCATION:</b> Sherwood, Oregon	
<b>DEPARTMENT:</b> Planning	
<b>FLSA STATUS:</b> Non-Exempt	
<b>JOB TITLE:</b> Code Compliance/Evidence Technician – Pay Group 6	

**PURPOSE OF POSITION:**

Conduct field investigations and gather pertinent information for determining compliance with zoning and other land use codes, with ultimate goal of resolution with property owners and complainants. Provide information to the general public on related codes, general planning and zoning issues. Perform a variety of duties related to obtaining, securing, recording and disposing of property and evidence, collecting and processing forensic evidence, taking photographs of crime scenes, and data entry tasks for department. This is a non-sworn, uniformed position.

**ESSENTIAL JOB FUNCTIONS:**

**Code Compliance:**

Respond to and investigate complaints concerning code violations regarding: structures, land use, nuisances, zoning standard violations, and issues of public safety. Inspect properties and contact owners to resolve complaints. Issue investigation notices, conduct inquiries and produce reports, maps and/or photo documentation for making recommendations for resolution to Hearings Officers.

Conduct periodic patrols of City areas to identify development and nuisance code violations. Determine property owner identification and notify of violation. Issue violation notices as appropriate. Follow-up to determine violation correction.

Prepare correspondence related to duties and maintain related files which may be used for court or administrative proceedings. Testify in court if necessary.

**Evidence Technician:**

Receive, tag, and release of personal property and items of evidence in criminal cases in accordance with established procedures. Prepare unclaimed evidence and personal property for auctions and prepare auction notices for publication. Dispose of items according to written policies, procedures, laws and court orders.

Provide security for evidence chain inside and outside evidence room. Monitor custody of evidence. Draft policies and procedures pertaining to property control for approval by others. Prepare court exhibits and testify in court as necessary.

Maintain systems, records and documents that provide for proper evaluation and control of evidence/property-related duties. Enter departmental records and property control information to computer and Law Enforcement Data System using word processing and computer input skills.

Using various chemicals, powders and materials, collect and process latent fingerprint impressions, trace evidence, footwear and tire tread impressions, tool/pry mark impressions, etc. that may require proper handling of hazardous/toxic materials. Photograph crime scenes in a manner that accurately reproduces and shows vital elements of the scene for investigative and court purposes.

**Other duties as assigned:**

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

**AUXILIARY JOB FUNCTIONS:**

Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Knowledge of code compliance procedures and techniques, office practices, and word processing software. Ability to interpret ordinances and work with public in resolving problems, and operating computer and other standard office equipment. Advanced knowledge of records maintenance techniques and practices; effective practices, methods and techniques for identifying, storing and recording criminal evidence and personal property. Equivalent to high school plus additional training, and over two years experience in a law enforcement or inventory/evidence control capacity, planning, zoning or building code enforcement, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

**SPECIAL REQUIREMENTS/LICENSES:** Must be at least 21 years of age by date of appointment. Possession of valid driver's license and must be insurable under the City's liability insurance coverage. Possession of or ability to obtain LEADS certification within six months of appointment. Position is subject to on-call situations as needed to take evidence into custody.

**DESIRABLE REQUIREMENTS:** Knowledge of specific City ordinances and word processing software utilized within the department. Previous experience in position involved in taking evidence into custody. Completion of FBI Basic Fingerprint and Advanced Latent Print training.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as motorized vehicle, computer keyboard, calculator, and standard office equipment.

**WORKING CONDITIONS:**

50% of the duties are performed under usual office working conditions where the noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. 50% in vehicle or foot patrol. Full scope of work activities requires working outdoors in all types of weather conditions and may expose incumbent to animal bites, garbage, bio-hazardous waste, and diseases. Obtaining evidence at crime scenes will involve both indoor and outdoor environmental conditions and may require handling hazardous materials.

**SUPERVISORY RESPONSIBILITIES:**

Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

**SUPERVISION RECEIVED:**

Works under the general supervision a Police Sergeant.