



SURFSIDE POLICE DEPARTMENT

PUBLIC SAFETY SPECIALIST

DEPARTMENT: POLICE

Non-Exempt

GENERAL DESCRIPTION:

Performs technical, administrative, operational work supporting law enforcement functions, property and evidence records, and community engagement. Work is performed under general supervision of the Chief of Police or designee. May perform difficult and complex clerical and administrative support work using some independent judgment.

Only occasional instruction or assistance is required as new or unusual situations arise.

ESSENTIAL JOB FUNCTIONS:

1. Prepares property receipts.
2. Conducts preliminary investigations of nonviolent criminal offenses and prepares appropriate police offense/incident reports.
3. Communicates with the public, victims, and witnesses.
4. Performs liaison function between police authorities and the community.
5. Redacts and responds to police department public records requests. This includes public records request related to body worn camera footage.
6. Assists the public with requests for the return of property and/or evidence.
7. Files or obtains police reports and records as needed.
8. Collects information and either acts upon it if within the scope of his/her authority or routes it to the proper authority or agency.
9. Attends training as needed.
10. Trains new employees in areas of special skills or expertise.
11. Prepares clear, accurate and complete reports, logs and documents on any and all activities engaged in.
12. Assists in recovery, property marking, and inventory of property for storage to ensure safekeeping of the property until claimed by owner or auctioned.
13. Assists operations and investigations divisions in recovery of stolen property which includes storage, identification, and inventory for return to owner or holding for court proceedings.
14. Maintains an inventory of recovered property to determine ownership, return property or sell at auction.
15. Disburses evidence and property to officers and civilians.
16. Maintains files of all evidence in the computer system.
17. Maintains cleanliness and order in the evidence room.
18. Audits all evidence and property on an annual basis.
19. Maintains a database for all items reported lost or found.
20. Performs technical, administrative, and operational functions to include training, payroll, community outreach as requested.

21. Notifies all persons owning or having the legal right to possession of property in the custody of the department.
22. Returns, or causes to be returned, property to owners or others having legal right to possession.
23. Disposes of unclaimed and contraband property in the manner established by department policy and all applicable local, state, and federal laws.
24. Destroys, or cause to be destroyed, all evidence, property, and contraband materials upon direction from a court order.
25. Processes and routes evidence to the appropriate crime laboratory for analysis and retrieves said evidence upon completion of analysis.
26. Routes photographic film submitted as evidence for processing and retrieves those photos and negatives when completed.
27. Manages immediately requests for copies of evidentiary materials for the State Attorney's Office, or other court order-appointed individuals' requests, (i.e., photographs and videotapes, etc.).
28. Testifies in court as to policies, procedures and methods used in handling, storage, and security of property, evidence, and photographic materials coming within or under your control.
29. Prepares supplemental reports on all actions which involve evidence or property actions (i.e., laboratory submission and retrieval, destruction, or auction, etc.).
30. Responds to citizen inquiries and complaints pertaining to evidence, property, or court orders.
31. Gathers and completes necessary steps to release custody of appropriated property for auction.
32. Orders dispositions of property previously stored in the evidence/property room to determine release of property owner, destruction, or auction, as required by the guidelines set forth in department policy.
33. Conducts department tours of the police facility as a public service.
34. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

MINIMUM QUALIFICATIONS:**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of evidence handling.
- Knowledge of property and evidence recording.
- Knowledge of general office procedures.
- Knowledge of telephone etiquette.
- Knowledge of geographical.
- Knowledge of the uses of a computer and equipment.
- Ability to work effectively with various people.
- Ability to communicate effectively with customers.
- Ability to communicate and multi-task in stress/non-stress conditions.

- Ability to work under pressure and meet deadlines.
- Ability to follow directions.
- Ability to follow through on designated tasks.
- Ability to multi-task and problem solve.
- Ability to attend meetings and conferences on related topics.
- Ability to effectively prioritize and manage daily work activities, assignments, and schedules.
- Skill in typing, filing and research techniques.
- Skill in operating office equipment.
- Skill at accessing, inputting, and retrieving information from a computer.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent with five years related criminology, forensic science experience; or an equivalent combination of relevant education and experience. (A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Driver’s License - required.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate orally and in writing
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to enter data at a prescribed rate of speed.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.
- Works outside in various weather conditions.

(Reasonable accommodation will be made for otherwise qualified individuals with a disability.)

Revision History: **New 6/17/2019; 5/30/2024**

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:

Town Manager’s Signature:  6/3/2024