

RESOLUTION NO. 3761

RECLASSIFYING RECORDS OFFICER TO POLICE
TECHNICIAN AND APPROVING AND ADOPTING JOB
SPECIFICATIONS AND SALARY FOR CLASSIFICATIONS
OF FIRE CAPTAIN AND POLICE TECHNICIAN.

RESOLVED by the City Council of the City of Lodi that the classification of Records Officer is hereby reclassified to that of Police Technician, effective April 18, 1973.

FURTHER RESOLVED, that the job specifications and salary ranges for the classes of Police Technician and Fire Captain, a copy of which is annexed hereto and made a part hereof as if set forth in full herein, are hereby approved and adopted as job specifications and salary ranges in the classified personnel system of the City of Lodi and said specifications and salary ranges shall apply as of April 18, 1973.

FURTHER RESOLVED, that all other resolutions in conflict herewith are hereby repealed to the extent of any duplication or conflict herewith.

Dated: April 18, 1973

I hereby certify that Resolution No. 3761 was passed and adopted by the City Council of the City of Lodi in regular meeting held April 18, 1973 by the following vote:

Ayes: Councilmen - EHRHARDT, KATNICH, PINKERTON,
SCHAFFER and HUGHES

Noes: Councilmen - None

Absent: Councilmen - None



Bessie L. Bennett
Bessie L. Bennett
City Clerk

FIRE CAPTAIN

DEFINITION

Under direction, to have charge of and serve as a first line officer of an assigned shift; to supervise personnel engaged in fighting fires; and to do related work as required.

EXAMPLES OF DUTIES

Takes charge of the fire station and supervises maintenance of quarters and equipment during an assigned shift; assigns and supervises personnel responding to emergencies, investigations, inspections and service calls; conducts drills and assists in the conduct of training programs for regular and call firemen; maintains discipline on calls and in company quarters; drives with and checks the judgment of lead-out driver in reaching the scene of the fire and in getting equipment into effective operation; determines the need of calling additional men and equipment in the absence of superior officer; assists in the formulation of an efficient plan of attack; reports to superior officers at the scene of a fire for further instructions after seeing that the equipment on which he arrived is hooked up and in operating order; responds to off-duty emergencies when needed; takes charge of the shift during the absence of higher authority and at fires until relieved; makes certain that fire equipment and alarm system is in running order; maintains record of each length of hose used at a fire to see to its replacement on equipment with dry hose and oversees that equipment is cleaned and ready for reuse; supervises men and equipment during inspections; advises public of fire regulations and fire hazards; summons off-duty personnel when number of on-duty personnel is below minimum in accordance with prescribed departmental procedures; receives fire calls and dispatches equipment to the fire; maintains records and prepares reports.

LICENSE

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

DESIRABLE QUALIFICATIONS

Knowledge of:

Rules, policies and procedures governing the Lodi Fire Department;
Firefighting methods, techniques, and equipment;
Principles of hydraulics;
Location of local water mains, fire hydrants, and other firefighting facilities;
Local geography, including streets and buildings;
Principles of First Aid.

and

DESIRABLE QUALIFICATIONS - Contd.

Ability to:

Apply Fire Department rules, instructions, and firefighting methods to specific situations;
Plan, train, and direct the work of subordinates at Department quarters and at the scene of fires;
Prepare reports and speak effectively in public;
Establish and maintain cooperative working relationships with Department personnel, officials, and the public.

and

Experience: Two years of full-time paid experience in a city fire department, at least one year of which must have been as a driver-operator or engineer of major equipment.

and

Education: Equivalent to completion of the twelfth grade.

POLICE TECHNICIANDEFINITION

Under direction on assigned shift to perform responsible technical, clerical, and laboratory work related to police photography; to compile statistics; to examine and classify fingerprints; to maintain custody and control of property and evidence under police jurisdiction; and to do related work as required.

EXAMPLES OF DUTIES

Receives, classifies, and stores all types of property which has been found, recovered, turned in as evidence, or taken from prisoners; releases property to be used as evidence or to be returned to its rightful owner; maintains records of received property and keeps a continuous inventory; testifies in court concerning evidential property; coordinates the control, handling and disposition of found property, departmental equipment, evidence, lost or recovered property, and impounded property; destroys or disposes of obsolete or unclaimed property; prepares requisitions and controls and issues operating supplies; compiles periodic statistical reports from arrest, crime, accident, and other operating records; develops film, prints negatives, makes enlargements and performs darkroom and laboratory examinations related to evidence; types, routes, and files various documents related to assigned duties. Assumes the duties of Communications Clerk-Jailer or Matron when required.

LICENSE

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

AGE

Minimum age 21 years at time of appointment

MINIMUM QUALIFICATIONSKnowledge of:

Modern office methods, procedures, and equipment;
stockroom operations and maintenance of perpetual inventories;
mechanical principles applicable to vehicles, firearms, and
related police equipment.

and

Ability to:

Type a minimum of 35 words per minute;
Read and effectively apply laws, policies, rules, instructions,
and regulations having to do with property control and inventory;
Understand and follow written and oral directions;

MINIMUM QUALIFICATIONS

Ability to:

Compile concise and accurate statistical reports;
Work effectively with employees and members of the public;
Produce required level of photographic results necessary for police
and court purposes.

Experience:

Two (2) years of general clerical, business, or record-keeping
experience. Stockroom and inventory clerk experience desirable.

and

Education:

Equivalent to completion of the twelfth grade.