



Red Light Photo Enforcement Technician

Class Specification

Revised 9/23

Class ID: 625

Unit: NPA

Probation: 6 Months

FLSA: Non-Exempt

DEFINITION

Under general supervision, manages the automated red light photo enforcement system and supports other assigned traffic enforcement programs; acts as a liaison between the Newark Police Department and the Fremont Superior Court Traffic Division; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Traffic Sergeant. Exercise no direct supervision over staff.

DISTINGUISHING CHARACTERISTICS

This is a single, non-sworn position in the Police Department. The incumbent works independently administering, supporting, and enforcing the Red Light Photo Enforcement Program.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Review traffic violations and the issuance of citations; review all video and digital photographic evidence; ensure cases are processed in compliance with Section 21455.5 of the California Vehicle Code (CVC).

Investigate and identify violations using multiple search techniques and law enforcement databases to identify drivers.

Prepare all documents required by the court; file all cases with pending court dispositions; prepare responses to violations contested through trial by declaration; write dismissal requests to the Court Magistrate.

Provide court testimony and serve as the City representative.

Maintain and update the court book, posting public record amendments, and court discovery documents, track subpoenas and court dates.

Maintain confidential records and files, order court packets, and assemble discovery motion items as directed.

Respond to public inquiries and complaints; assist the public in person, by telephone, or in writing; assist the public to view videos and/or digital photographic evidence.

Review and inspect required signage to ensure vehicle code requirements; oversee and coordinate any maintenance, repair, replacement, clean up to conform with Section 21455.5 of the California Vehicle Code (CVC).

Act as the City liaison with vendor for maintenance of equipment; maintain records for work performed at all photo enforced intersections.

Conduct research on rules, regulations, legislation, and case laws pertaining to automated red light enforcement and rules of evidence; update department policy and procedures as required.
Conduct statistical studies and prepares technical reports.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable laws, rules, and regulations relating to law enforcement records.
- Law enforcement database applications.
- Criminal justice system terminology and proceedings.
- Law enforcement office practices and procedures.
- Word processing, spreadsheet, and publishing software applications.
- Current office equipment including office computers and networks.
- Law enforcement record keeping, report preparation and filing methods.
- Correct English usage, including spelling, grammar, punctuation and standard office document formatting.

Skill or Ability to:

- Prepare technical reports and presentations.
- Read and analyze data, read and interpret complex rules, regulations, legislation and technical reference materials.
- Organize and coordinate data input and retrieval of law enforcement data.
- Understand, interpret and explain department policies and procedures.
- Maintain the confidentiality of information as required by law.
- Work independently and demonstrate initiative in administering the Red Light Photo Enforcement program.
- Testify competently in a court of law and respond to challenges from defendants and the Judge/Commissioner in a professional manner.
- Communicate effectively both orally and in writing in order to present written and oral reports. Present information clearly and concisely.
- Use sound independent judgment within established guidelines.
- Use a personal computer for accessing government law enforcement and other confidential databases.
- Maintain efficient and effective automated record systems.
- Meet deadlines and time schedules including legal mandates and court filing requirements.
- Establish and maintain effective working relationships with employees, supervisors, city officials, court officials and the general public.
- Maintain professionalism and a calm demeanor when receiving and responding to concerns.
- Respectfully and effectively collaborate with a variety of people of varying backgrounds and roles. Demonstrate tact, professionalism, and diplomacy.

Education and Experience:

Any combination of education and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Possession of a high school diploma or equivalent, and two (2) years of experience working with law enforcement procedures and records.

License and Certificate:

Possession of a valid driver license and a satisfactory driving record throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases. Willingness and ability to work any shift; work holidays, weekends, scheduled and emergency overtime; be available on call, as required; wear uniform or professional business attire required; comply with departmental grooming standards.