30/01 Duty Statements

Every pay title classification within Los Angeles County has a Class Specification describing the definition, example of duties, and minimum requirements for that classification. Duty Statements are documents derived from the Class Specifications, Manual of Policy and Procedures, and the requirements of the unit assignment.

Duties and responsibilities specific to the individual assignment are described in the Duty Statement.

Central Property & Evidence Unit has a Duty Statement for each position in the unit. Members of the unit are encouraged to view their Duty Statement so as to be familiar with their own responsibilities.

Duty Statements will be maintained and may be viewed in the office of the Unit Commander’s aide (OA Ⅲ).