



Property and Evidence Technician

Class Specification

Created: 6/24

Class ID: 641

Unit: NPA

Probation: 12 Months

FLSA: Non-Exempt

DEFINITION

Receives, accounts for, coordinates, and distributes or properly disposes of property and evidence under the jurisdiction and custody of the police department; maintains an accurate inventory and chain-of-custody for all property and evidence in custody; may testify in court proceedings or under deposition, as required; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Police Records Supervisor. Exercises no supervision over full-time staff. May provide lead direction to volunteers or temporary employees.

DISTINGUISHING CHARACTERISTICS

This is a stand-alone journey level class in the Support Services Division. Incumbents perform a variety of assignments requiring independence of judgement under general supervision. It is distinguished from the Public Safety Clerk by its specialized function working with property and evidence within a police department property room setting. It is further distinguished from the Police Records Supervisor by the supervisor's overall responsibility for the property room and staff supervision.

EXAMPLES OF JOB FUNCTIONS (Illustrative Only)

Receives, collects and logs in all incoming evidence, found property, safekeeping and custody items from evidence lockers. Ensures preservation of the chain of evidence by storing all items received and collected in a systematic manner. Testifies in court as custodian of evidence when required

Enter, modify and retrieve data within the records management system. Verifies property items(s) against record management system. Maintains detailed records and files on each transaction and final disposition on all evidence and property received and released. Maintain records of controlled items (i.e. narcotics, firearms).

Notifies rightful owners of found property. Releases property to rightful owners and authorized persons in accordance with applicable state laws and departmental procedures.

Prepares, maintains, files and retrieves a variety of forms and records. Conducts periodic inventory. Identifies and prepares items to be auctioned, destroyed and/or donated. Destroys property according to applicable law.

Responds to questions from officers and the public over the telephone and in person regarding property in custody. Trains police officers proper packaging: review department property policies and provide input. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods and procedures for receiving, storing, issuing, and safeguarding property, including inventory control.
- Safe handling of firearms and narcotics.
- Federal, state, and city laws and ordinances pertaining to the handling and disposal of firearms, narcotics and evidential and other property, including chain-of-evidence records.
- Safety precautions involved when handling hazardous materials, including bio-hazards.
- Computer terminal operations related to the entry and retrieval of information pertaining to property and evidence.
- Proper methods used in the destruction of hazardous materials. Knowledge of common tools, supplies and equipment.
- Pertinent local, State and Federal laws, ordinances and rules, public records acts, and penal code sections.
- Criminal justice procedures including knowledge of court rules and procedures.

Skill or Ability to:

- Testify in court.
- Safely handle and store firearms, narcotics, evidential and other property.
- Effectively communicate, both verbally and in writing.
- Understand and follow written and oral instructions.
- Read and write English at a level necessary to perform the duties assigned.
- Perform simple arithmetic computations.
- Establish and maintain effective working relationships with those contacted during the performance of assigned duties.
- Read and interpret rules, policies, procedures, and written instructions.
- Maintain clear and accurate records.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use initiative and sound judgment within established guidelines.
- Type accurately at a rate of 45 net words per minute.
- Understand and interpret Police Officer Standards and Training (POST) guidelines regarding the handling of property and evidence.

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:

One (1) year of full-time experience in property and evidence storage keeping, materials handling, delivery of supplies, or closely related field, which involved moderately heavy labor, preferably in a law enforcement environment.

Licenses, Certifications, and Equipment

- Possession of a valid driver's 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 30 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and 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; willingness to work a variety of assignments and to rotate to different assignments as directed. Wear uniform or professional business attire required; comply with departmental grooming standards.