

**POLICE DEPARTMENT
PROPERTY & EVIDENCE TECHNICIAN**

GENERAL DUTIES: Under general supervision, receive, organize, preserve, secure, transport, release, and/or dispose of property and evidence confiscated by the Police Department; ensure compliance with state and local laws, codes, and regulations regarding property and evidence; testify in court regarding the chain of evidence; maintain record keeping systems related to property and evidence; and perform related work as required.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receive all property and evidence items confiscated by the Police Department; package, label and store items and enter information into manual and computerized recordkeeping systems; maintain the security and integrity of the property and evidence function.
2. Prepare and transport evidence to contracted Crime Lab for analysis.
3. Respond to requests for examination of evidence items by other criminal justice agents, and release evidence for court proceedings; testify in court regarding the chain of evidence.

4. Obtain court orders for the destruction or return of property; arrange for transfer/disposal/destruction and transport firearms, hazardous materials, narcotics and money; arrange for and release property for auction.
5. Release property to owners in accordance with regulations and established procedures; research case dispositions to determine rightful owners of property; send notifications to owners of found property.
6. Assist in retrieving evidence and property from the field as needed.
7. Order and stock supplies and forms.
8. Establish and maintain detailed inventory and record keeping systems; purge backlogged property items.
9. Attend a variety of meetings, conferences, and training sessions regarding the property and evidence function; assist in training new officers in proper evidence packaging techniques.
10. May perform the duties of a Community Services Officer as needed or as assigned.
11. Perform related work as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Operating within the laws, regulations, and procedures of a public safety environment.
2. Processing, storing and tracking property and evidence and maintaining the chain of evidence
3. Establishing and maintaining accurate and detailed records and files.
4. Properly handling large sums of money, hazardous materials, firearms, biohazards, and unusual items.
5. Establishing and maintaining effective working relationships with those contacted in the course of the work.
6. Organizing, prioritizing, and attending to details.

KNOWLEDGE: Knowledge of:

1. Federal and State laws and court decisions pertaining to the recovery of property and evidence and preservation of the evidence chain.
2. Practices and procedures pertaining to property and evidence collection, storage, handling,

tracking, release and disposal.

3. Processes and procedures for requesting court orders.
4. Practices and procedures for the handling and disposing of hazardous materials.
5. Practices and procedures for the safe handling of firearms.
6. Federal, State, and Local laws pertaining to weapons possession.

ABILITIES: Ability to:

1. Use radio equipment.
2. Hear and understand oral and written communications.
3. Work under pressure on several tasks and resolve conflict.
4. Work harmoniously with fellow employees.
5. Make independent decisions.
6. Remain in control during difficult situations.
7. Quickly learn and follow all City and departmental rules and regulations.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone or headset
4. Copier
5. Calculator
6. Copying machine
7. 10-key adding machine
8. Facsimile machine
9. Typewriter
10. Paper shredder
11. Paper cutter
12. Presentation equipment, microphones, easels, overhead projectors, etc.
13. Specialized computer software
14. Automobile

PHYSICAL DEMANDS

Under typical office or field conditions, employee will perform the following physical activities which include handling files, books, binders and boxes of work-related material:

1. Sitting, for very prolonged periods of time attending meetings or working at the computer.
2. Walking
3. Standing
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying
9. Pushing/pulling
10. Lifting up to 25 lbs
11. Driving
12. Speed, in meeting deadlines

SENSORY DEMANDS:

Under typical office or field conditions, employee utilizes these senses while using a computer, typewriter, telephone, fax machine, copier, adding machine, postage meter, paper shredder/cutter, camera or automobile:

1. Seeing
2. Speaking
3. Hearing
4. Touching

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS;

Office Conditions:

1. Indoors: Typical office conditions, over 95% of the time.
2. Flooring: Low level carpeting, linoleum, tile floors and some exposure to asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, faxes, radios and typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions traveling to meeting, or attending training sessions, less than 10% of the time.

2. Travel: Varying conditions via automobile, less than 5% of the time.
3. Lighting: Normal outdoor conditions, and chance exposure to extreme weather conditions.
4. Ventilation: Heating and air conditioning provided by vehicle and outdoor equipment.

HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, radio, paper shredder, or paper cutter. When traveling to meetings or seminars, there is some exposure to mechanical hazards while utilizing a vehicle. When handling, packaging and transporting narcotics and weapons there is exposure to hazards.

ATMOSPHERIC CONDITIONS:

Minimal exposure to fumes occurs in a typical office environment. Typical exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Graduation from high school or a GED.
2. Two years of responsible support services work, preferably in a law enforcement environment.
3. Computer keyboarding at the rate of 35 net words per minute.
4. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
5. Pass a background investigation, which includes a polygraph examination and an extensive Department of Justice criminal record check as well as a FBI clearance.
6. Pass a post-offer psychological evaluation and a medical examination, which includes a drug test.
7. Must be willing to work weekends, various shifts and holidays.
8. Prefer non-tobacco user.
9. Prefer bilingual (English/Spanish).