



## **CLASSIFICATION SPECIFICATION PROPERTY & EVIDENCE TECHNICIAN**

### **JOB SUMMARY:**

Under general supervision, the Property & Evidence Technician performs complex work related to the custody, control, and disposition of property and evidence in the safekeeping of the Police Department; produces evidence for court, attorneys, and investigators; and performs other related duties as assigned.

### **CLASS CHARACTERISTICS:**

The Property & Evidence Technician is responsible for the intake, storage, release, and/or destruction of property and evidence held by the Police Department. This class differs from a Police Records Specialist due to the level of experience required, complexity of work performed, and narrower scope of responsibilities focusing on the maintenance of property, evidence, and inventories.

### **EXAMPLES OF DUTIES:**

Duties may include, but are not limited to, the following:

- Receives, tags, catalogues, and processes items of evidence in the Property and Evidence Room; stores and safeguards items of property and evidence, following the procedures to document and validate chain of custody; produces evidence for court for attorneys and investigators; and may testify in court regarding evidence of chain of custody.
- Coordinates and assists with the transportation of weapons, narcotics, and other evidence for physical analysis, court proceedings, release, and/or destruction; maintains, duplicates, and purges audio and audio visual tapes, transcripts, and photographs; coordinates and assists with auction items; and notifies owners and disposes of evidence and property according to applicable laws, codes, rules, and regulations.
- Enters, retrieves, and maintains data and information from a variety of state and local automated systems including the California Law Enforcement Telecommunications System (CLETS); performs inventory control through computerized records maintenance systems; and prepares police reports and memorandums.
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Police operations and standard procedures; safe storage and proper retrieval methods; applicable federal, state, and local laws, codes, and regulations; and office administration practices and procedures.
- Correct English usage, spelling, grammar, and punctuation; business letter writing and other document preparation; and modern office methods, procedures, and equipment including the use

of a computer, copier, facsimile machine, scanners, calculator, and various computer applications and software packages.

- Principles of fiscal, statistical, and administrative research and report preparation; records management principles and procedures including record keeping and filing principles and practices; methods and techniques of proper phone etiquette; and customer service and public relations methods and techniques.

**Skills/Abilities:**

- Maintain accurate records of items received; organize and maintain control systems; gather, analyze, and evaluate facts and evidence and reach sound conclusions; act quickly and calmly in emergencies; correctly interpret and explain applicable laws, codes, and regulations; observe safety principles; and work in a safe manner.
- Communicate clearly and concisely both orally and in writing; understand and follow oral and written directions as provided; create and edit a variety of documents; and assist in the maintenance and organization of office and specialized files.
- Establish and maintain an effective working relationship with fellow employees, the public, elected officials, and other departments and outside agencies.

**Education and Experience:**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be:

- High school diploma or GED equivalent.
- Two years of increasingly responsible experience in police evidence and inventory management.

**Licenses and Certifications:**

- Possession of a valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.

**PHYSICAL DEMANDS:**

- Ability to lift up to 10-15 pounds or more and get from one location to another in the course of doing business including climbing stairs, stooping, and bending.

**WORK ENVIRONMENT:**

- Employee generally works indoors. Environment is generally clean with limited exposure to conditions such as dust, fumes, or odors. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to loud talking and interruptions from telephones and/or members of the public.

**NOTE:**

The duties, skills, and demands described here are representative of those that must be met to successfully perform the essential functions of the job. When appropriate, reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

**Established Date:** July 3, 2017