

Police Property/Evidence Officer

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direct supervision of the Police Support Services Supervisor/Evidence Custodian and general supervision of a Police Captain or Lieutenant, performs a variety of responsible and complex non-sworn law enforcement duties in support of Police Department operations and services; performs clerical and technical tasks related to the receipt, storage and disposal of property and evidence in the Police Department; fingerprints applicants, criminals and registrants using LiveScan as well as ink processes; performs other duties in support of police Department operations including those related to vehicle abatement, towing, some code enforcements as may be assigned, providing assistance at the Police Department front counter and provides general information and assistance to the public.

IDENTIFYING CHARACTERISTICS

The Police Property – Evidence Technician class is a non-sworn Police Department class that is competent to independently perform the technical duties of and assume responsibility for the receipts, storage, disposal and chain of custody of evidence and property in the Police Department. The incumbent maintains detailed records and disposes of all items in accordance with City, State and Federal laws, rules and regulations as well as performs other duties in support of Police Department operations. Positions assigned to this class are expected to perform the full range of duties as assigned, working independently applying program knowledge, and exercising judgment and initiative while having significant public contact. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operation procedures and policies of the work unit.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Primary responsibility for receiving, logging, storing, retrieving and disposing of property and other materials collected as evidence in police investigations; assures proper packaging of evidence.
2. Preserves integrity of evidence.
3. Respond to subpoenas to testify in court regarding chain of custody and property records.
4. Responds to inquiries from victims, suspects and attorneys regarding personal property and evidence.
5. Coordinates and confers with Police Department personnel and other agency personnel on the release of items for court, attorney or investigator viewing, outside testing or release to owner.
6. Follows correct procedures in all handling of evidence and property.
7. Interprets and applies established policies and procedures where clear and ample precedents have been established.
8. Uses safety precautions and follows procedures to properly handle items such as firearms, chemical samples, blood, drugs, syringes and other material to prevent injury, avoid contamination and assure chain of custody.
9. Extensively researches cases and purges property on adjudicated cases.
10. Coordinates the disposal or auction of unclaimed items or items ordered destroyed by the court
11. Keeps current regarding laws, codes, regulations and legal procedures as they pertain to property

- and evidence and other job duties.
12. Orders new supplies as needed.

Additional Duties Include: physically maneuvering and lifting heavy objects, picking up and transferring evidence and assisting in the destruction of guns, drugs and biohazardous materials. This position sometimes involves diplomatically handling emotionally distraught individuals while dealing with confidential and sensitive information in an occasionally fast paced environment. The Police Property – Evidence Technician is expected to carry out his or her individual responsibilities with initiative, independence and confidentiality, while exercising sound problem-solving skills and professional judgement. Prepares detailed records of evidence inventory and maintains orderly and organized appearance of property file areas; catalogs and maintains continuous property inventory record. Maintains various reference files, assembles and organizes data, and prepares necessary reports. Responsibilities also include fingerprinting applicants, criminals and registrant using LiveScan as well as ink processes; performs other duties in support of Police Department operations including those related to vehicle abatement, towing, some code enforcement, providing assistance at the Police Department front counter and provides general information and assistance to the public. Attends available training and meeting as needed. Performs related duties as needed or assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties

Knowledge of:

1. Principals and methods of receiving, storing and inventorying property and evidence.
2. Basic safety requirement related to the handling of dangerous materials, controlled substances and firearms.
3. Basic law enforcement theory, principles, and practices and their application to a wide variety of non-sworn services, operations, and programs including evidence/property handling, records keeping, vehicle abatement, code enforcement and fingerprinting operations.
4. Basic operational characteristics, services, and activities of various non-sworn Police Department operations including police related evidence/property handling, record keeping, vehicle abatement, code enforcement and fingerprinting operations.
5. Pertinent federal, state, and local laws, codes, and regulations including those related to property and evidence.
6. Proper procedures for fingerprinting including LiveScan and ink methods and techniques.
7. Principles and procedures of record keeping including proper procedures for the maintenance of evidence/property logs and reports.
8. Basic court procedures.
9. General office procedures, methods, and equipment.
10. Geography of the City, including the location and layout of streets.
11. Occupational hazards and standard safety practices.
12. Establish and maintain effective working relationships with those contacted in the course of work.

Experience/Education – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade. Additional specialized training or education in law enforcement, criminal justice, or a related field is desirable.

Experience:

One year of responsible experience as a storekeeper, stock clerk or property clerk or one year of increasingly responsible clerical or support services experience in a law enforcement environment which included responsibility for checking documents for accuracy and conformance with established guidelines.

License or Certificate:

Possession of, or ability to obtain by date of appointment, an appropriate driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in an office and field environment; exposure to firearms, chemical samples, blood, drugs, syringes and other materials including bio-hazards; travel to different sites; exposure to inclement weather conditions; exposure to irate and abusive individuals; exposure to mechanical, chemical and biological hazards; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and field setting; to walk or sit for prolonged periods of time; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to operate assigned equipment and vehicle; and to verbal communicate to exchange information

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Date Established: December 12, 2006