



June 2019
FLSA: Non-Exempt

PROPERTY AND EVIDENCE TECHNICIAN

DEFINITION

Under general supervision, performs technical support duties in coordination with investigators, district attorneys, and courts to receive, secure, preserve, release, and dispose of property and evidence items received by the Police Department; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Support Services Supervisor. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a non-sworn technical classification performing a wide variety of duties related to the provision of evidence and property handling and preservation. Incumbents serve to relieve the supervisor of performing technical detail work and are expected to function with very little oversight. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and Town activities, and extensive staff contact. This class is distinguished from other technical classes by the nature, scope, complexity, and diversity of responsibilities involved in the property and evidence functions.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Receives found property and evidence, documents the receipt, maintains the physical integrity, control, and the chain of custody, and physically stores the property and evidence in the designated location.
- Prepares evidence for submittal to outside agencies or labs for analysis, including packaging, securing, and preserving evidence items, preparing required forms, and submitting forms with evidence to labs.
- Coordinates with crime laboratories; prepares and transports evidence including weapons, narcotics, and biological specimens for analysis and processing by others.
- Releases and purges property and evidence following appropriate Federal, State, and local laws and regulations; prepares evidence and property for auction and/or disposal upon completion of court proceedings; updates databases with release information and sends property release letters to owners.
- Initiates, organizes, updates, maintains, and controls access to complex filing systems and records, including highly sensitive case files.
- Acts as liaison with the court and other offices requiring the transmission of documents and the coordination of criminal filings and court appearances; may serve as an expert witness in court proceedings; prepares evidence for officers and investigators for court proceedings; maintains records and tracks such actions; coordinates with regulatory agencies to facilitate periodic audits and inventories of property and evidence operations within the crime lab.
- Releases property to the public; prepares the proper paperwork and prepares evidence for pick-up; completes the necessary reports and documentation of the release.
- Stays abreast of Department of Justice firearms regulations to ensure compliance with applicable legislations and ordinances; verifies background check compliance prior to the release of firearms; coordinates with the District Attorney's Office regarding firearms confiscation petitions; secures court

- orders for the destruction of controlled substances and firearms on adjudicated cases.
- Performs difficult, complex, technical, and/or specialized office support work that requires the exercise of independent judgment, the application of technical skills, and a detailed knowledge of the activities and procedures specific to the Police Department.
- Prepares correspondence, reports, forms, receipts, brochures, and specialized documents, such as letters to investigators, property claim letters to citizens, and other correspondence.
- Provides training and technical assistance to co-workers, including providing instruction on proper evidence collection, maintenance, and destruction techniques.
- Identifies opportunities for improving service delivery methods and procedures within area of responsibility to review with appropriate management staff prior to implementation.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Current forensic methods and techniques used in the collection, preservation, organization, and presentation of physical evidence.
- Functions, terminology, services, and principles and practices of law enforcement work.
- Applicable Federal, State, and local codes, regulations, policies, technical processes, and procedures.
- Techniques for records management and evidence processing, including records disbursement and chain of evidence procedures.
- Methods used in the collection, tabulation, review and distribution of evidence and property, forms, reports, and documents.
- Record keeping and inventory management principles and practices.
- Principles and techniques of business letter writing and report preparation.
- Techniques for effectively dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform technical, detailed, and responsible law enforcement support work.
- Conduct technical criminal evidence collection and maintenance.
- Prepare clear, concise, and accurate reports, correspondence and other written materials.
- Organize, research and maintain technical and administrative files.
- Enter data into a computer system, file and maintain automated and hardcopy records, and prepare written materials with sufficient speed and accuracy.
- Stay abreast of modern property and evidence processing, storage, and disposal procedures.
- Establish and maintain confidentiality.
- Safely handle firearms and narcotics.
- Understand, interpret, explain, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from the twelfth (12th) grade and three (3) years of progressively responsible experience in a law enforcement agency performing duties related to securing, preserving, and releasing property and evidence.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by the time of appointment and satisfactory driving record.
- Possession of, or ability to obtain, training certification from the California Association for Property and Evidence, the International Association for Property and Evidence, or a Property and Evidence Specialist certification within eighteen (18) months of appointment.
- Possession of, or ability to obtain, a valid Preliminary Alcohol Screening Device certification.
- Possession of, or ability to obtain, a valid CLETS (California Law Enforcement Telecommunication System) certification.
- Possession of, or ability to obtain, a valid firearms safety and bio-hazards training certification.

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 Town 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 25 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct 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.

WORKING CONDITIONS

Must be willing to work irregular shifts, including weekends, and holidays. Must be able to pass a thorough background investigation.