

POLICE EVIDENCE AND PROPERTY TECHNICIAN

FLSA Status – Non Exempt

EEO Code – C

Class Code – RE621

GENERAL DESCRIPTION OF DUTIES

This classification performs various activities involved in the enforcement of ordinances relating to the regulation and control of evidence, and the securing, recording and disposing of property and evidence.

SUPERVISION RECEIVED

This classification works under the general supervision of the Special Operations Division Commander.

SUPERVISION EXERCISED

Supervision is not a typical function assigned to this classification. However, the Evidence and Property Technician may provide training and orientation to newly assigned personnel on Department policies and practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Receives, tags and releases personal property and items of evidence in criminal cases in accordance with established procedures. Prepares court exhibits. Disposes of items according to written policies, procedures, laws and court orders. Prepares unclaimed evidence and personal property for auctions, prepares auction notices for publication, and conducts City auctions.
2. Provides security for evidence chain inside and outside evidence room. Monitors custody of evidence. Maintains systems, records and documents that provide for proper evaluation and control of evidence/property related duties.
3. Prepares correspondence and reports. Enters departmental records and property control information to computer and Regional Automated Information Network (RAIN) using word processing and computer input skills.
4. Manages and maintains Department property needs such as ordering uniforms and uniform equipment, scheduling Department vehicles for preventative maintenance work, repairs, etc.
5. Testifies in court as necessary.
6. Follows all safety rules and procedures established for work areas.
7. Maintains record of all Department owned fixed assets.

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8. Requests and tracks all restitution claims for Department-owned property damage.
9. Maintains all forms used by the Department.
10. Arranges for all building maintenance requests and Department equipment needing repair.

OTHER JOB FUNCTIONS

1. Provides necessary support to other departmental office personnel as workload and staffing levels dictate.
2. Transports vehicles for maintenance work.
3. Ensures proper storage of property turned into Police Department
4. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.
3. Maintains work areas in a clean and orderly manner.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Knowledge of general office procedures, including spelling, grammar, punctuation and math.
- Knowledge of operation of standard office equipment, including data entry equipment; telephone etiquette; and word processing software.
- Knowledge of laws and procedures relating to criminal evidence handling.

Skills

- Skill in accurately checking data.
- Skill in establishing and maintaining effective working relationships with individuals from diverse backgrounds.

Abilities

- Ability to communicate effectively with the public, members of the outside agencies, and employees.
- Ability to work with public in resolving problems.
- Ability to safely operate motorized vehicles.

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- Ability to secure, transport and control evidence, and ensure proper storage of property turned in to the Police Department.

EXPERIENCE AND TRAINING

Equivalent to high school education and one year of experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the essential job duties.

SPECIAL REQUIREMENTS/LICENSES

Must possess valid LEADS certificate and valid CPR/First Aid card within three months of appointment. Must possess a valid driver's license. Must successfully complete Vehicle Operation, Biohazard, Haz-Mat and Pepper Mace training.

DESIRABLE EXPERIENCE AND TRAINING

Possession of valid LEADS certificate and valid CPR/First Aid card. Knowledge of specific word processing software utilized within the Department. Previous training and experience in emergency vehicle operation, biohazard and hazardous materials handling, and use of pepper mace. Previous training and experience in performing similar duties in a law enforcement agency, providing general knowledge of police procedures, terminology, etc.

PHYSICAL DEMANDS

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 15 pounds on a regular basis such as files, books, office equipment, etc., and infrequently weighing up to 50 pounds. Manual dexterity and coordination are required over 50% of the work period while operating computers, motorized vehicles and other standard office equipment.

WORKING CONDITIONS

Approximately 50% of the work period occurs in outdoor environments with exposure to all weather conditions. The noise level in the work environment is typical of most office environments. Driving a vehicle to work locations in the local area and overtime are part of this position. Reasonable accommodation will be made to meet the known limitations of qualified disabled individuals in performing the essential job functions of this position.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

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Established: 10/94

Revised: 05/01

Revised: 12/01