

POLICE EVIDENCE AND PROPERTY TECHNICIAN I, II, III

DEFINITION

Under general supervision, this non-sworn classification is responsible for the performance of specialized and technical duties involved in the identification, storage, and processing of impounded property and evidence as part of the criminal investigative functions within the City's Police Department. Primary responsibilities of the position are to identify, classify, and store fingerprints and trace evidence for criminal cases and to maintain the Department's automated record keeping system; manage the storage and disposal of evidence and property in conformance with applicable State and local regulations.

DISTINGUISHING CHARACTERISTICS

Police Evidence and Property Technician I is the trainee level class. Initially under close supervision employees receive on the job training in the performance of a wide variety of tasks in analyzing and evaluating physiological fluids, controlled substances and other physical evidence. Employees are initially assigned less difficult, routine duties and progress to increasingly complex assignments throughout the Department until fully trained. This class is flexibly staffed with the II level and incumbents are expected to advance to the higher level after gaining experience and demonstrating the required proficiency.

Police Evidence and Property Technician II is the journey level class in this series performing a wide variety of complex tasks in analyzing and evaluating physiological fluids, controlled substances and other physical evidence. Employees are required to use initiative and independent judgment in performing these duties and must be able to adopt unusual methods and techniques of scientific analysis in areas where procedural guidelines have not been clearly defined. Police Evidence and Property Technician II are required to appear in court as expert witnesses regarding the results and interpretation of tests and analyses. Employees may also provide some direction and assist in training other members of the police department.

Police Evidence and Property Technician III is the advanced level in this series performing a wide variety of complex tasks independently. Police Evidence and Property Technician III are required to appear in court as expert witnesses regarding the results and interpretation of tests and analyses. Employees will provide direction and assist in training of other members of the police department. Individuals in this level will also maintain specific programs such as data base management, video surveillance and digital photography for the department. A masters degree and crime scene certification is a distinguishing characteristic.

ESSENTIAL FUNCTION REQUIREMENTS

The duties and responsibilities include, but are not limited to:

Collect, preserve, classify fingerprints, including latent prints, tire prints, shoe prints, tool marks and other physical evidence;

Receive, classify, record, and store a variety of evidence and impounded property, including evidence taken during the commission of a crime and property that has been found or submitted to the Police Department; releases property and evidence to designated personnel following prescribed procedures;

Process evidence in the laboratory using special powders, chemical solutions, forensic light sources, and various equipment to develop and preserve evidence;

Attend autopsies to photograph injuries and fingerprint the deceased for identification purposes, Gather additional evidence as appropriate;

Testify as an expert witness regarding laboratory examination of evidence, fingerprint identification and crime scene investigation;

Destroy and dispose of obsolete or unclaimed property or evidence, including biological materials, weapons and illegal substances; ability to transport hazardous materials;

Utilize and train department staff in the use of videotape equipment for surveillance as well as audio/in car/interview room systems.

Maintain the department's property and evidence automated record keeping system and annual audits;

Provide all requested evidentiary items as requested by District Attorney/Defense.

Write departmental reports and supplements, perform routine clerical work, answer phones;

Ability to interact and communicate well with staff and the public.

Respond to crime scene and provide evidence and property technician services.

Provide additional services as required by supervisor – data base maintenance, collection of payments, ordering necessary supplies, training of new staff on evidence and property related procedures/equipment and guidelines.

EMPLOYMENT STANDARDS

Knowledge of evidence collection and processing using a variety of technical equipment, materials and processes; photographic methods and equipment as related to crime scene investigations and laboratory processing; basic rules of evidence; department rules and regulations. Ability to work independently, with recent working knowledge of methods and techniques related to criminal identification and crime scene investigation, possession of interpersonal skills necessary to work within a diverse group of employees. Ability to operate a variety of standard office equipment. Knowledge of proper English usage, report writing.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS:

Physical and environmental conditions include the ability to speak, hear, and cooperate with suspects, victims, officers, witness, defense attorneys, etc, regarding items of evidence or property both on the telephone and in person; the ability to frequently reach, lean, twist, turn, grasp, lift, push, pull bend, and kneel; ability to input data into a computer for prolonged periods of time; the ability to remain in a standing or sitting position for extended periods of time; the ability to read reports, contracts, correspondence, memoranda and other records; travel over rough, uneven, or rocky surfaces; move objects weighing less than 50 pounds short and long distances; ability to work in a variety of weather conditions with exposure to the elements; ability to work any shift, weekends and holidays.

Position includes exposure to various drugs, syringes, and drug-related paraphernalia; firearms, ammunition, and lead; various body fluids; fingerprint powder and gasses; hazardous materials and infectious or communicable diseases; computer glare.

EDUCATION AND EXPERIENCE

Associate in Arts degree in criminal justice or evidence technology preferred, including applicable federal, state and local criminal and civil laws, codes and regulations. Working knowledge of methods and techniques related to criminal identification and crime scene investigation. Knowledge of hazards and safety precautions applicable to warehousing and evidence; firearms handling. Knowledge of principles and techniques of photography. Possession and maintenance of a valid California driver's license.

Education and Experience:

Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to qualify is:

Police and Evidence Technician I: Thirty semester units from an accredited college or university in police science, scientific crime detection, evidence technology and photography or related field.

Police and Evidence Technician II: Two years of experience in fingerprint identification and crime scene investigation, and must have qualified in court as a fingerprint expert.

Police and Evidence Technician III: Masters degree, 4 years of experience, qualified in court testimony. Crime scene certified.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved Date:

Revised Date: February 2010

Bargaining Unit: Misc. 856

Former Titles: Police Evidence and Property Technician

Abolished:

Effective Date: