



POLICE EVIDENCE & PROPERTY TECHNICIAN I/II \$25.21 - \$33.71 per hour DOQ

Apply by 5:00 p.m., Tuesday, May 14, 2024

The Community

Located nearly halfway between the metropolitan powerhouses of San Francisco and the state's capital, Sacramento, Suisun City is hidden gem of the Bay Area. Suisun City is accessible from Interstate 80 via Highway 12 and Amtrak's Capitol Corridor commuter rail service right to the heart of the City's historic Waterfront District, making it a prime location for job seekers as well as homeowners. The community is a unique destination for a Bay Area day trip, an overnight getaway or even a place to work, particularly with its reverse commute for inner Bay Area residents. The Waterfront Promenade offers beautiful views and serves as an ideal setting for a myriad of outdoor activities, dining choices and lunch hour strolls.

THE DEPARTMENT

The Suisun City Police Department is a progressive and proactive law enforcement agency. As a result of its proximity to neighboring jurisdictions, the employees of the Suisun City Police Department remain extremely busy as they address the needs of the community.

THE POSITION

The successful candidate is a highly motivated worker with a strong customer-service orientation and strong commitment to public service. The successful candidate must pass a criminal and personal history background check prior to hire.

ESSENTIAL JOB FUNCTIONS

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.

Receive and process evidence and property, make accurate computer entries, bar-code, and process items for proper storage.

Conducts research on stolen property, the disposition on cases and the identify of victims and suspects, to determine the disposition of evidence in accordance with law.

May assist officers in the field with evidence collection and photographing or diagramming crime scenes.

Assist officers and the public at front counter and over the telephone by providing and/or returning evidence; photograph items as necessary before being released to owners or Police Officers.

Maintain records of evidence tracking to ensure the integrity of the evidence for courtroom use in prosecution of offenders; testify in court regarding handling and chain-of-custody of evidence.

Handle, package, transport, and dispose of hazardous materials such as medical/biological waste, illegal drugs, weapons, computers or pharmaceuticals; handle package, and store biohazards such as: blood, semen, urine, or clothing covered in such hazards.

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.

Education and Experience Guidelines - 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:

An Associates of Arts degree or above from an accredited college or university with major coursework in general education, criminal justice, business, accounting, or a related field.

Experience:

- **Police Evidence and Property Technician I:** One year of experience in customer service or clerical work.
- **Police Evidence and Property Technician II:** Two years of experience in handling and storage of evidence and property with a city, county, or state law enforcement agency.

License or Certificate:

- Must have an acceptable driving record and possess a valid California Class C Driver's License.
- Must attend a POST certified Property Room Management Course within one year of hire and obtain a certificate of satisfactory completion.

Desirable Qualifications:

- Experience processing police records is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions outlined in the class specification 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.

BENEFITS

For Miscellaneous positions represented by the Suisun City Employees' Association, the benefit package includes:

- **Medical Insurance** - The City pays for medical coverage up to current Kaiser Permanente Family rate. Employees covered by another insurance plan may be eligible for a cash payment up to \$700 per month in lieu of enrolling in the City's health plans. City offers IRS Section 125 benefits plan for dependent care and healthcare reimbursement accounts. Vision and dental insurance options available at competitive rates.
- **Retirement** - Public Employees Retirement System (CalPERS) of 2% @ 55 for Classic Employees, or 2% @ 62 for new employees subject to the California Public Employees' Pension Reform Act (PEPRA) of 2013. City does not participate in Social Security, but does withhold for Medicare, in accordance with federal law.
- **Longevity:** 2% at 10 years, 2% at 15 years (total of 4%).
- **Life Insurance** - Fully City-paid life insurance of \$200,000 for employee only.
- **Deferred Compensation Plan** - City contributes match up to \$100 per pay period up to \$2600 per fiscal year into Deferred Compensation Plan.
- **Tuition Reimbursement** - Up to \$1000 per fiscal year.
- **Paid Leave** - 96 hours of sick leave, 14 paid holidays per year plus a birthday holiday to be taken within 30 days of birthday, and 80 hours paid vacation per year for the first five years of service, increasing over time.
- **Uniform Allowance** - \$900 per year for Community Service Officer and Property and Evidence Technician; Boot Allowance of \$250 per year for Maintenance Workers.

APPLICATION/SELECTION PROCEDURE

The City of Suisun City utilizes CalOpps.org to accept and process employment applications. To access the online application, go to www.Suisun.com/careers and select the appropriate link. Resumes will not be accepted in lieu of the City's official application form but should accompany the application. All applications and resumes are reviewed to select those applicants whose qualifications appear to most closely match the requirements of the position. A limited number of qualified applicants may be invited to participate in the subsequent phase(s) of the recruitment process, which may include one or more of the following: written examination, performance examination, assessment exercises, oral interviews, and complete background checks. Meeting the minimum qualifications does not guarantee advancement in the selection process.

COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA): With prior notice to the Human Resources Division regarding testing or job performance modifications, the City will make reasonable accommodations for qualified applicants and employees with disabilities. Disabled individuals requiring accommodation during the application/hiring process should notify the Human Resources Division.

IMMIGRATION REFORM & CONTROL ACT: In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United States Citizenship or authorization to work in the United States.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.