

**POLICE EVIDENCE AND PROPERTY TECHNICIAN I
POLICE EVIDENCE AND PROPERTY TECHNICIAN II**

*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.*

DEFINITION

Under supervision, the Police Evidence and Property Technician is responsible to perform administrative and technical duties associated with the acceptance, storage, control and disposal of police evidence and property; to protect the integrity of evidence throughout the judicial process; and to ensure compliance with all State and local laws regarding the storage and disposition of property and evidence.

IDENTIFYING CHARACTERISTICS

Police Evidence and Property Technician I – This is the entry-level evidence and property technician class performing the more routine and less complex assignments. Positions at this level are not expected to function with the same amount of knowledge or skill level as positions allocated to the Police Evidence and Property Technician II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. This classification is flexibly staffed with the Police Evidence and Property Technician II. Advancement to the “II” level is based on demonstrated proficiency in performing the assigned functions, the completion of the minimum experience and education requirements for the “II” level and is at the discretion of higher level supervisor or management staff.

Police Evidence and Property Technician II – This is the full journey level evidence and property technician class within the series. Employees within this class are distinguished from the Police Evidence and Property Technician I by the performance of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and are generally filled by advancement from the “I” level, or when filled from the outside, require prior experience.

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. Receive and process evidence and property, make accurate computer entries, bar-code, and process items for proper storage.
2. Use a variety of resource materials and refer to applicable laws in order to conduct research on stolen property, to identify the disposition on cases, to find the identity and

CITY OF SUISUN CITY

Police Evidence and Property Technician (Continued)

addresses of victims and suspects, and to determine the disposition of evidence in accordance with law.

3. May assist officers in the field with evidence collection and photographing or diagramming crime scenes.
4. 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.
5. 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.
6. Work with management and supervisors to develop, maintain, and modify inventory and audit procedures in order to ensure the security of the police evidence facility.
7. Handle, package, transport, and dispose of hazardous materials such as medical/biological waste, illegal drugs, weapons, computers or pharmaceuticals; handle, package, and store bio-hazards such as: blood, semen, urine, or clothing covered in such hazards; handle, package, store, and dispose of large quantities of marijuana and marijuana plants which may contain pathogenic mold according to all safety procedures.
8. Prepare Court Affidavits for destruction of drugs and process through the Superior Court Judge and Court Recorder.
9. Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
10. Perform related duties as required.

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:

Procedures and techniques of evidence/property handling, storage and disposal, including police property and supplies

Relative codes and ordinances that apply to the storage and preservation of evidence and property

Federal, state, and local laws/policies related to the collection, recording, identification, preservation, and destruction of evidence in criminal and civil cases, including weapons, narcotics, and cash

Safety procedures for the proper handling of weapons and narcotics

CITY OF SUISUN CITY
Police Evidence and Property Technician (Continued)

Modern computer equipment and programs

Ability to:

Read, comprehend, and apply Federal, State and local policies, procedures, laws and regulations as it relates to evidence and property, as well as department training

Understand, access and accurately interpret information from various computer systems such as: POST EDI, CLETS, CAPIS, DA Filing Computer System, DOJ, CAD, and Probation

Use a variety of office equipment, computer systems and software such as: Word, Access, Intranet, Microfiche, Voice Mail, Outlook, scanners, fax, pagers, and copiers

Work independently or as a member of a team to accomplish a variety of tasks involved in the job

Understand and carry out oral and written directions

Maintain accurate records and files

Perform procedures with minimum supervision

Take photographs and maintain accurate records and logs

Preserve confidentiality of sensitive materials

Establish and maintain effective working relationships with those contacted in the course of work

Communicate effectively, both orally and in writing

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:

Police Evidence and Property Technician I

Education/Training:

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

Experience:

One (1) year experience in customer services or clerical work. Experience processing police records is desirable.

Police Evidence and Property Technician II

Education/Training:

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

Experience:

Two (2) years of experience in handling and storage of evidence and property with a city, county, or state law enforcement agency

License or Certificate (for both levels)

1. Must have an acceptable driving record and possess an appropriate California Driver's License.
2. Pass criminal / personal history background check prior to hire date.
3. Must attend and satisfactorily complete a POST certified Property Room Management course within one (1) year of hire.

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: Depending on assignment, work is typically performed in a controlled office environment subject to typical office noise and environment but will sometimes be outside with exposure to a variety of climates, dust, traffic, and hazardous situations. Position may require occasional overtime or weekend work as well as occasional travel for training or evidence destruction.

Physical: This position requires the ability to operate a motor vehicle; lift and carry moderate weight up to 50 lbs.; climb stairs and ladders; bend; stoop; move about on unimproved land; visually distinguish red, amber, and green as part of normal color vision; hear horns, warning devices, radio transmissions, and frequency changes in the normal audio range; coordinate visual and muscular dexterity to operate equipment; operate business machines; sit or stand for extended periods of time; use a keyboard; and reach above the head.

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

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