

PROPERTY AND EVIDENCE TECHNICIAN

Class Definition

Under supervision, receives, stores, and disposes of property and evidence held by the Police Department; and safeguards items utilizing established inventory control methods.

Distinguishing Characteristics

Property and Evidence Technician is a specialized class assigned to the Property and Evidence Section of the Police Department. Incumbents perform work consisting of monitoring incoming property and evidence for adherence to Department policies and procedures, inventory control, narcotic and gun destruction, and maintaining of records. This class is distinguished from Senior Property and Evidence Technician in that incumbents of the latter provide lead direction to lower level staff and are assigned the more advanced and complex duties. Incumbents may be assigned to work any shift including nights, weekends, and holidays.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Receives, records, classifies, stores, safeguards and releases/returns money, firearms, evidence, and property, including found property, recovered or received as a result of search warrants, or from prisoners and suspects by sworn and other Police personnel.

Requisitions, receives, sorts, and stores items pertinent to department operations.

Conducts routine inventories of law enforcement equipment and supplies.

Issues equipment and supplies to Department personnel and maintains records of equipment issued to individuals.

Answers inquiries by telephone, or in person, from the public, law enforcement agencies, attorneys and court personnel regarding the status of property and evidence in case files.

Operates vans, trucks, and similar equipment to move, deliver, pick-up, and store items.

Transports property to and from the Police Department and other storage locations.

Releases property and items of evidence upon written authorization of FPD Investigators

Maintains chain-of-evidence records of evidential property and may testify in court.

Disposes or destroys narcotics, nuisance weapons, and illicit materials after disposition of cases.

Stores firearms, narcotics, and hazardous materials in proper storage facilities.

Performs routine office functions such as word processing, filing, record keeping, including the preparation of police reports.

Performs related duties as required.

Knowledge, Abilities and Skills

Knowledge of methods and procedures for receiving, storing, issuing, and safeguarding property, including inventory control.

Knowledge of the safe handling of firearms and narcotics.

Knowledge of federal, state, and city laws and ordinances pertaining to the handling and disposal of firearms, narcotics and evidential and other property, including chain-of-evidence records.

Knowledge of the safety precautions involved when handling hazardous materials, including bio-hazards.

Knowledge of computer terminal operations related to the entry and retrieval of information pertaining to property and evidence.

Knowledge of the proper methods used in the destruction of hazardous materials.

Knowledge of common tools, supplies and equipment.

Ability to testify in court.

Ability to safely handle and store firearms, narcotics, and evidential and other property.

Ability to effectively communicate, both verbally and in writing.

Ability to understand and follow written and oral instructions.

Ability to read and write English at a level necessary to perform the duties assigned.

Ability to perform simple arithmetic computations.

Ability to establish and maintain effective working relationships with those contacted during the performance of assigned duties.

Ability to lift and carry moderately heavy and bulky items.

Ability to use a variety of computer business software applications to prepare clear, concise and comprehensive records, reports, correspondence, and other written materials.

Minimum Qualifications

One year of full time experience in stores keeping, materials handling, delivery of supplies, or closely related field, which involved moderately heavy labor, preferably in a law enforcement agency.

Necessary Special Requirement

Possession of a valid California Driver's License at time of appointment.

Successful completion of an extensive background investigation, which may include a psychological examination, a polygraph test and/or a medical exam.

APPROVED: _____
Director

DATE: _____