

SENIOR PROPERTY AND EVIDENCE TECHNICIAN

Class Definition

Under general supervision, provides lead direction to assigned staff, and receives, stores, and disposes of property, evidence, and department supplies; safeguards items utilizing established inventory control methods.

Distinguishing Characteristics

Senior Property and Evidence Technician is the lead level in the Property and Evidence Technician series. The incumbent may assign, and direct the work of technicians and other assistants in the Property and Evidence Section of the Police Department. Work consists of monitoring incoming property and evidence for adherence to Department policies and procedures, inventory control, narcotic and gun destruction, and maintaining of records. It differs from Property and Evidence Technician in that incumbents of that class do not have lead responsibilities. The 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.)

Provides lead direction and participates in police property and evidence activities including receiving, recording, classifying, storing, safeguarding and releases/returns of 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.

Provides lead direction and participates in requisitioning law enforcement equipment and items pertinent to Department operations.

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, forklifts, and similar equipment to move, deliver, pick up, and store items.

Provides lead direction and participates in accumulating and cataloging property and evidence for disposition.

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

May assist in the disposal or destruction of narcotics, nuisance weapons, and illicit materials after disposition of cases.

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Provides lead direction in establishing and administering training programs for technicians and other department personnel.

Testifies in court as an expert witness regarding evidence storage and disposal.

Assists with responses to inquiries and prepares a variety of activity and statistical reports.

Performs other duties as required.

Knowledge, Abilities, and Skills

Knowledge of state law, municipal and penal codes related to evidence control and property under the custody of law enforcement agencies.

Knowledge of current procedures and methods of inventory and accounting for the disposition of property.

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

Knowledge of modern office and filing procedures.

Knowledge of the principles and practices involved in modern supervision.

Ability to plan and organize the various functions and activities required of a Property and Evidence Section in a law enforcement agency.

Ability to direct, train and evaluate subordinates.

Ability to communicate effectively in oral and written form.

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.

Minimum Qualifications

Three years of experience in police and evidence control, or closely related work; or two years of experience as a Property and Evidence Technician with the City of Fresno.

Necessary Special Requirements

Possession of a valid California Driver's License at the 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: _____

JC:CW:NT:09/10/02