



CLASSIFICATION SPECIFICATION

**PROPERTY AND EVIDENCE TECHNICIAN**

**DEFINITION:**

To perform responsible technical and administrative work involving receiving, recording, categorizing, storing, controlling, digitizing and disposing 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.

**DISTINGUISHING CHARACTERISTICS:**

This is a single level class where employees within this class perform the full range of duties related to the receipt, storing, and digitizing of evidence and safe keeping of property. 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.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives general supervision from an assigned supervisor or manager.

**EXAMPLES OF DUTIES:**

*Duties may include, but are not limited to, the following:*

- Receive, record, categorize, store, and maintain control of property and evidence, including but not limited to, hazardous and toxic materials, chemicals and substances and firearms; maintain a complete chain of custody; identify and resolve discrepancies in and contact sworn personnel as needed; determine and arrange for or transport evidence for additional outside analysis or storage.
- Process requests from the District Attorney's Office; copy, prepare and maintain confidential and evidentiary documents, CDs, DVDs, photographs, and other digital evidence; coordinate with District Attorney's Office for the review of such evidence.
- Access restricted databases to obtain information related to identity and criminal history and to review case status to determine if evidence can be released or destroyed; determine ownership and follow policies, procedures and laws in the release and destruction of evidence.
- Conduct purging of property and evidence in compliance with department policies; obtain authorization and arrange for the destruction and disposal of property and evidence including hazardous and toxic materials, chemicals and substances.
- When assigned, serve as Court Officer, preparing a variety of documents on behalf of the District Attorney's Office; process in-custody packets including warrant declaration, felonies, and misdemeanors; process detention and disposition forms.

- Release property consistent with department policies and procedures and State laws; prepare correspondence to property owner for the release of property.
- Maintain a variety of records regarding the custody, location, release and destruction of property and evidence ensuring compliance with applicable laws, codes, and regulations.
- Maintain legal custody and inventory control of the property and evidence room; move and shift property and evidence as required to maintain storage levels; requisition materials and supplies, as necessary.
- Use safety precautions and follow Department procedures to properly handle firearms, weapons, chemical samples, blood, DNA, narcotics, syringes, toxic materials, money, valuable items, illicit material, and alcoholic beverages to prevent injury, avoid contamination and assure chain of custody.
- Work with sworn personnel to facilitate victim viewings of property and evidence, ensuring the safe keeping and chain of custody of said property and evidence.
- Testify in court regarding handling and chain-of-custody of evidence.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Foster an environment that embraces integrity, service, inclusion, and collaboration.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

**QUALIFICATIONS:**

Knowledge of:

- Principles and procedures of record keeping and reporting.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Principles and practices of excellent customer service.
- Basic techniques for effectively maintaining a warehouse environment.
- Principles and practices of work safety.
- Proper use of various law enforcement databases and software.
- Pertinent Federal, State, and local laws, and rules and regulations related to the collection, storage, and disposition of evidence including the proper handling of guns, drugs and money.
- Courtroom protocol and procedures, including methods and practices of providing testimony.
- Safety regulations related to the proper handling, storage and transportation of hazardous materials and biohazards.

Ability to:

- Effectively process, handle, store and dispose of evidence and property.
- Intermittently review documents related to department operations; observe, identify and problem solve procedural issues.
- On a continuous basis, sit at a desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.
- Apply techniques and practices of chain of custody rules used in law enforcement property and evidence processing, storage, and disposition.
- Interpret and apply Federal, State, and local policies, procedures, laws and regulations.
- Understand, access, and accurately interpret information from various law enforcement computer systems.
- Maintain accurate records and logs.
- Preserve confidentiality of sensitive materials. Safely handle firearms, narcotics, biohazard materials and chemicals.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write, and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully, and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives, and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Equivalent to the completion of the twelfth grade.

Two (2) years of progressively responsible experience performing duties involving the receipt, storage and disposition of property and evidence.

Special Requirements:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Working Conditions:

Work is performed in a temperature-controlled office environment with extensive public contact. The noise level in the work environment is usually noisy.

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