

**PROPERTY AND EVIDENCE TECHNICIAN I/
PROPERTY AND EVIDENCE 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.

SUMMARY DESCRIPTION

Under supervision (Property and Evidence Technician I) or general supervision (Property and Evidence Technician II), performs a variety of technical and specialized clerical duties involved in receiving, processing, storing, safeguarding, delivering, releasing, and disposing of police property, evidence, and supplies; maintains an inventory of evidence and property submitted to the department; ensures the safe and careful handling of evidence; and protects the integrity of evidence through the judicial process.

DISTINGUISHING CHARACTERISTICS

Property and Evidence Technician I: This is the entry level class in the Property and Evidence Technician series providing general property and evidence control duties. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Property and Evidence 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. Advancement to the “II” level is based on demonstrated proficiency in performing the assigned functions and is at the discretion of higher level supervisory or management staff.

Property and Evidence Technician II: This is the full journey level class in the Property and Evidence Technician series performing the full range of property and evidence control duties with only occasional instruction or assistance. Positions at this level are distinguished from the Property and Evidence Technician I level by the performance of the full range of duties as assigned, working independently, applying well developed property and evidence handling and control knowledge, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, are fully aware of the operating procedures and policies of the work unit, and may participate in training less experienced staff. Work is normally reviewed only on completion and for overall results. Positions in this class series are flexibly staffed and positions at the Property and Evidence Technician II level are normally filled by advancement from the Property and Evidence Technician I level.

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.

- Receive, identify, classify, process, store, safeguard, oversee delivering of, release, and dispose of all types of police property and evidence including weapons, explosives, narcotics, money, hazardous materials, and body parts and fluids; ensure incoming property has proper documentation and packaging; issue receipts for property received.
- Process rolls of film taken by the Police Department; coordinate and document pick-up and delivery with contractor; process requests to have prints made from negatives.
- Track the movement of and maintain chain of custody documentation for all property and evidence; retrieve, package, release to personnel, and oversee the transport of property and evidence to labs for special testing, to court for hearings/trials, and/or to storage; inspect, verify receipt of, and place property back in original or new location when returned.

CITY OF ESCONDIDO

Property and Evidence Technician I/II (Continued)

- Coordinate the release, destruction, and disposal of adjudicated, obsolete, and unclaimed property and evidence as authorized; develop correspondence instructing property owners of the disposition of property; release items to rightful owner; pull evidence to be destroyed or auctioned; dispose of narcotics in manner directed; prepare associated reports.
- Maintain accurate records and logs of all property and evidence; maintain manual and computerized record control systems; operate a computer to access, enter and retrieve a variety of information; print and deliver reports.
- Purchase and issue supplies as assigned including office supplies, pagers, and uniforms for officers; coordinate maintenance and repair of assigned equipment including portable radios and mobile units; maintain files and information on vendors and suppliers.
- Answer questions and provide general information to the general public, District Attorney's Office, crime labs, and City staff including requests for information on property and evidence held; provide information regarding Police Department policies and procedures pertaining to the storage and release of evidence and property.
- Perform a variety of clerical and administrative duties in support of Department operations; license bicycles; receive and ship packages; assist in budget preparation for the Property Unit; assign and program security door access cards.
- Provide training and assistance to Police Department staff on the proper packaging and handling of impounded property.
- Attend and participate in training sessions related to area of assignment including firearms safety, bomb/explosive awareness, infectious disease control, hazardous materials awareness, occupational exposure to bloodborne pathogens awareness, power industrial truck operations, tow truck operations, fire protection and control, radio communications, telecommunications, evidence tracking and control systems, general forensic laboratory and evidence collection, and evidence packaging and sealing techniques.
- Check and process a variety of forms, reports, and documents; process laboratory service requests, court orders, and other documents.
- Testify in court as necessary.
- Performs 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:

Operations, services, and activities of a property and evidence program.

Methods, procedures, principles, practices, and terminology used property and evidence handling, recording, preservation, storage, and release.

Court procedures regarding evidence.

Legal guidelines pertaining to the maintenance and control of evidence.

Records management and inventory techniques.

Warehousing and storekeeping principles and practices.

CITY OF ESCONDIDO

Property and Evidence Technician I/II (Continued)

Principles and procedures of record keeping.

Principles of business letter writing and basic report preparation.

Office procedures, methods, and equipment including computers and applicable software applications.

Occupational hazards and standard safety practices.

Pertinent federal, state, and local laws, codes, and regulations.

Methods and techniques used in customer service and public relations.

English usage, spelling, grammar, and punctuation.

Ability to:

Perform a variety of technical and specialized clerical duties with speed, accuracy, and efficiency.

Receive, process, store, document, release, and dispose of various evidence and property.

Effectively account for police property and evidence; organize and maintain control systems.

Maintain a current knowledge of evidence and property storage and release procedures.

Apply and explain pertinent laws, rules, regulations, protocols, policies, and procedures related to property and evidence.

Understand the criminal and civil judicial systems.

Maintain a variety of records.

Prepare clear and concise reports.

Operate modern office equipment including computers and applicable software.

Respond to requests and inquiries from the general public.

Safely perform the physical requirements necessary in storing and moving materials.

Order a variety of supplies, materials, and equipment.

Plan and organize work to meet changing priorities and deadlines.

Follow oral and written instructions.

Work independently in the absence of supervision.

Demonstrate an awareness and appreciation of the cultural diversity of the community.

Communicate clearly and concisely, both orally and in writing.

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

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:*

Property and Evidence Technician I

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Two years of general clerical experience. Experience related to operation of a stockroom or warehouse is highly desirable.

Property and Evidence Technician II

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training related to area of assignment including principles and practices used in property and evidence handling, classification, and storage.

Experience:

Two years of responsible experience performing duties comparable to a Property and Evidence Technician I in the City of Escondido.

License or Certificate:

Possession of an appropriate, valid driver's license.

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: Office and storage room setting with some travel to transport evidence to laboratories and court; work in confined spaces; work at heights on ladders; exposure to hazards including bio-hazards such as body fluids and dust. Mandatory overtime may be required. Work environment is professional, both team and autonomy oriented, having variable tasks and variable pace and pressure.

Physical: Primary functions require sufficient physical ability to work in an office and storeroom setting and operate office equipment. FREQUENT sitting, standing, walking, bending, twisting, and stooping; reaching above and at shoulder height; upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils; moderate grasping to manipulate books and manuals; side-to-side turning of neck; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. from below waist to above shoulders and transporting distances up to 50 yards; OCCASIONAL lifting objects weighing 20-45 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

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