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**JOB TITLE:** Property and Evidence Technician I, II and III      **DATE APPROVED:** December 12, 2017  
**DEPARTMENT:** Police Department      **SUPERSEDES:** None  
**REPORTS TO:** Property and Evidence Supervisor  
**EMPLOYEE UNIT:** Operating Engineers No. 3  
**FLSA:** Non-exempt

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**JOB SUMMARY:** Under general supervision, operates in the Police Department's property and evidence bureau to receive, record, store, safeguard, load, transport, verify, release and disburse evidence and found or abandoned property; maintain separate property areas; and perform work as required.

**PROPERTY AND EVIDENCE TECHNICIAN I:**

Employees in this classification receive close supervision within a framework of well-defined policies and procedures. This job class performs the more routine tasks and duties while learning the more complex functions. This job class requires accuracy and attention to detail and functions at an entry level of classification.

**PROPERTY AND EVIDENCE TECHNICIAN II:**

Employees in this classification receive general supervision within a framework of well-defined policies and procedures. This job class performs the full range of the classification's tasks and duties and requires knowledge of the rules and regulations related to the proper release of information from law enforcement agencies.

**PROPERTY AND EVIDENCE TECHNICIAN III:**

Employees in this classification function at an advanced level in the Property and Evidence Technician series and are distinguished from Level I and Level II by the performance of more complex duties such as special projects as it relates to police records, reports and/or research. In addition, this position will become the lead in the absence of the Records Supervisor.

**DISTINGUISHING CHARACTERISTICS:**

This is a non-peace officer class with responsibility for evidence and property stored in the Police Department as well as in off-site locations. Property and Evidence Technician I, II and III handle a broad range of confidential and sensitive records, maintains the integrity and security of criminal evidence, including the handling of hazardous and bio-hazardous substances in a variety of containers and packaging, including but not limited to, contaminated blood, urine, saliva, and semen, as well as a broad range of narcotics, firearms, and other weapons.

The Property and Evidence Technician II is distinguished from the Property and Evidence Technician I class by the responsibility and performance of more complex and difficult assignments.

The property and Evidence Technician III is distinguished from the Property and Evidence Technician II class because it acts in a supervisory role in the absence of the Property and Evidence Supervisor.

**SUPERVISION RECEIVED AND EXERCISED:**

- Receives supervision from the Property and Evidence Supervisor. The Property and Evidence Technician II may provide training to staff assigned to work in the property and evidence room. In addition to the above, a Property and Evidence Technician III will act as the lead in the absence of the Property and Evidence Supervisor.

**EXAMPLES OF ESSENTIAL DUTIES** – Duties may include, but are not limited to, the following:

- Receive, load, transport, verify, code, store, and safeguard various items of evidence and property
- Keep accurate records of stored property and evidence to assure security and retrieval capability for court and audit purposes
- Maintain confidential files and records regarding property in custody and its disposition
- Release property to be used as evidence in court or returned to owners
- Forward and hand deliver evidence to various laboratories or experts for appropriate analysis
- Maintain chain of custody records and testify in court if necessary
- Coordinate and prepare usable unclaimed property for auction as pursuant to State Penal Code provisions
- Purge property pursuant to prescribed methods on a regular basis
- Keep records current on the location and movement of property within the department, in court, or to other locations as necessary
- Confer with sworn personnel, City Attorney's office, investigators, District Attorney's office, court and other law enforcement agencies on matters concerning property
- Store, package, catalog, and destroy narcotics pursuant to prescribed methods
- Destroy illegal and nuisance weapons
- Transport evidence for disposal or destruction
- Work at a computer for extended periods of time to input and access data
- Operate standard office equipment
- Establish and maintain a cooperative working relationship with fellow employees, sworn personnel, representatives from other Law Enforcement Agencies, and the general public
- Other related duties as assigned

## **EMPLOYEE STANDARDS:**

### **Knowledge of:**

- Federal and State laws and court decisions pertaining to the recovery of property and evidence and preservation of the evidence chain
- techniques, practices and procedures of receiving, inventorying, safeguarding, storing, and handling of property
- principles and practices of basic record keeping and filing systems
- basic knowledge of the rules of evidence and laws pertaining to the maintenance, release and destruction of evidence
- local government operations and procedure related to law enforcement
- legal terminology and legal process
- rules of evidence and basic criminal law
- process and procedures for requesting court orders
- practice and procedures for the handling and disposing of hazardous materials and fire arms

### **Ability to:**

- work quickly and accurately on multiple tasks
- communicate clearly and concisely, orally and in writing
- understand and carry out oral and written directions
- maintain confidentiality about information accessed in work activities
- maintain accurate records and files
- properly handle large sums of money, hazardous materials, firearms, biohazards and unusual items
- use common office software and applicable specialized law enforcement software
- maintain a current knowledge of evidence and property storage and release procedures
- establish and maintain effective work relationships with those contacted in the performance of the required duties
- learn and follow all City and departmental rules and regulations

**PHYSICAL REQUIREMENTS:** Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- drive a vehicle
- distinguish colors
- intermittently twist to reach equipment surrounding desk
- move sufficiently to lift boxes, climb ladders and stairs to retrieve various types of evidence, lift up to 50 lbs.
- bend, crouch, kneel, squat or stoop, push/pull file drawers and supplies, reach in all directions
- walk on uneven surfaces
- work with and handle hazardous substances such as contaminated blood, urine and semen

- reach above and at shoulder height
- grasp file, documents, evidence, and equipment with right and left hands
- use a computer keyboard
- work indoors in an office environment subject to heat/cold and fragrances
- see and hear in the normal visual and audio ranges with or without correction
- work on call shifts as required during emergencies

### **TRAINING AND EXPERIENCE:**

Any combination of training and experience which provides the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and ability is:

High school graduation or tested equivalent and one-year of experience as a Police Officer, Municipal Court Clerk, Police Records Clerk, and related property/evidence room experience.

### **LICENSE**

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

### **Desirable Qualifications:**

- The ability to speak English and Spanish

### **Property and Evidence II:** *(In addition to the above standards and experience)*

- Read, understand, and follow office policies, rules, instructions, laws, and ordinances and general literature pertaining to law enforcement activities and property matters
- Two years of experience as a Property and Evidence Technician I or equivalent
- May monitor and direct the work of Property and Evidence Technician I and other assigned staff in a lead capacity and perform other lead functions at the direction of the Property and Evidence Supervisor

### **Property and Evidence III:** *(In addition to the above standards and experience)*

- Act in a supervisory role in the absence of the Property and Evidence Supervisor
- Five years of experience as a Property and Evidence Technician I, II or equivalent (such as a Police Officer, Municipal Court Clerk, Police Records Clerk and/or related Property/Evidence room experience)
- Knowledge of applicable federal, state and local criminal and civil laws, codes and regulations; police and court systems, criminal procedures relative to the processing, retention and disposal of evidence
- Understand, access and accurately interpret information from various computer systems