

CITY OF EMERYVILLE/MESA

Created: June 2016
TITLE: POLICE EVIDENCE TECHNICIAN
FLSA: NON-EXEMPT
Class Code: 1234

POLICE EVIDENCE TECHNICIAN

DEFINITION

Under general supervision, performs complex and highly responsible duties in the receiving, inventorying and storing of all evidence used in police investigations and supplies and equipment used by the Police Department; and maintains accurate inventory records of all such transactions.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the professional services Captain or his/her designee. This position does not supervise.

CLASS CHARACTERISTICS

This is a classification whose incumbents are responsible for ensuring that property and evidence held by the department is protected from loss or damage, that it is catalogued and stored properly, that appropriate computer and paper documentation is maintained and that all applicable laws, policies, and best practices are maintained. Incumbents must exercise knowledge of departmental policies and guidelines and applicable laws and statutes governing the storage and safekeeping of property and evidence.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Receives, logs, inventories, stores and maintains custody of evidence and other property; maintains accurate records and store all evidence and other property in accordance with applicable local, state and federal laws, regulations and procedures.

Releases evidence to officers going to court and for case study; upon authorization releases property to rightful owners; maintains comprehensive, complete and accurate records of each transaction and final disposition of property/evidence.

Accurately enters all property and evidence into the computerized inventory system; updates records as required; develops and maintains proficiency in the basic operation of existing or evolving electronic computer programs, including department office and inventory software and databases.

Conducts inventory of equipment and property on a periodic schedule; researches and locates missing items; destroys or disposes of evidence and property in accordance with all applicable laws and procedures; accurately updates appropriate databases in a timely manner.

Responds to questions from the public and co-workers, over the telephone and in person, regarding the release of property and evidence; assists with booking evidence and property.

Handles, unloads and stores firearms; conduct lawful destruction of weapons as provided by law.

Performs general filing, typing and record-keeping, computer data entry and preparation of written reports as necessary.

Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Basic operational characteristic, services, and activities of a property and evidence program.
- Methods, procedures, principles, practices, and terminology used in property and evidence handling, recording preservation, storage and release.
- Court procedures regarding the handling and storage of evidence.
- Legal guidelines pertaining to the maintenance and control of evidence.
- Records management and inventory techniques.
- Warehousing and storekeeping principles and practices.
- Office procedures, methods, and equipment including computers and applicable software.
- Occupational hazards and standard safety practices.
- Pertinent federal, state, and local laws, codes, and regulations including those relating to the safekeeping and disposition of property and evidence.

Ability to:

- Learn principles, practices, methods, and techniques of maintaining and processing evidence.
- Learn, interpret, and apply the policies, procedures, and techniques of maintaining and processing evidence.
- Receive, interpret, and apply the policies, procedures, laws, codes, and regulation pertaining to assigned programs and functions.
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Perform general clerical work and maintain filing systems.
- Operate modern office equipment, including computer equipment.
- Prepare clear, concise and grammatically correct written reports.
- Meet and deal tactfully and effectively with the public.
- Maintain confidentiality of sensitive information and data.
- Understand pertinent procedures and functions quickly and apply them.
- Work independently with minimal supervision.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate effectively, clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade. Possession of an Associate's Degree in Administration of Justice is desirable.

Two (2) years work experience in the receipt, issuance and records control of varied supplies and maintaining inventory control, including two (2) years of clerical work experience in the receipt, storage, and release of impounded property or evidence in a law enforcement agency.

Licenses and Certifications: Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

Position also requires a background check and pre-employment medical examination.

PHYSICAL DEMANDS

Environment: Work is performed primarily in an 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, dust, chemicals, ammunition, fireworks, flammables, narcotics, other hazardous materials, and guns.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and storeroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally climb and balance; to lift, carry, push, and/or pull light to moderate amounts of weight, up to 50 lbs.; to communicate verbally to exchange information; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to operate a vehicle to travel to various locations.