

PROPERTY AND EVIDENCE TECHNICIAN

NATURE OF WORK

This is a responsible technical work in the Property and Evidence Unit receiving incoming property and evidence.

Work involves responsibility for maintaining evidence and other Police property. Work includes receiving incoming property and evidence while maintaining a chain of custody; handling and securing evidence; overseeing the disposal of evidence; notifying vehicle owners of vehicle impoundment and maintaining inventory of supplies, equipment and uniforms. Supervision is received from an administrative superior. Supervision may be exercised over subordinate employees and other personnel.

EXAMPLES OF WORK PERFORMED

Receives incoming property and evidence; logs items in and records when items are checked out and returned; maintains precise documentation of chain of custody.

Handles and secures evidence including jewelry, narcotics, firearms, computers and bodily fluids.

Oversees the disposal of evidence as directed, while ensuring it conforms with policy, State, Federal Laws and/or court directives.

Notifies vehicle owners of vehicle impoundment; runs serial numbers of bicycles found abandoned or stolen; records inventory of unclaimed vehicles and bicycles; obtains titles for vehicles sold at auction.

Maintains inventory of supplies, equipment, uniforms and other items; keeps records of goods received, checked out and returned.

Uses computer for data entry and tracking information on evidence and related case documentation.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of evidence and property handling processes, policies, and procedures.

Considerable knowledge of research processes for property ownership records.

Considerable knowledge of computerized records procedures.

Considerable knowledge of supplies, equipment, uniforms and other items stored in stock room.

Ability to organize and maintain an efficient inventory.

Ability to prepare and keep routine stores records and reports.

Ability to catalog and retrieve property and evidence which is stored on shelving.

Ability to deal tactfully and courteously with employees, vendors, suppliers, contractors, and the general public.

Ability to communicate both orally and in writing.

Ability to train and supervise subordinate employees.

Skill with computer use and data entry.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent with some course work in criminal justice, public administration or similar experience in a law enforcement setting including police evidence procedures and some supervisory experience.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent with some experience in filing, cataloging or inventory processes; or any equivalent combination of training and experience which provides the desirable knowledge, abilities, and skills.

Approved by: _____
Department Head Personnel Director

06/06

PS3141