



June 2008

PROPERTY EVIDENCE SPECIALIST

DEFINITION

Under general supervision, performs a variety of technical support activities associated with the tracking, handling, and safekeeping of evidence and found property for the Police Department, including maintaining the physical integrity and control of evidentiary items in the City's custody, data input, material cataloging, processing and disposal, and maintaining the chain of custody of evidence; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Records Supervisor. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a non-sworn classification responsible for a variety of technical duties related to the provision of evidence handling and preservation. Incumbents are expected to learn technical and specialized rules, regulations, policies, procedures, and activities related to the property and evidence function and to apply them independently. This class is distinguished from the Records Supervisor in that the latter is the full supervisory-level class in the series and is responsible for organizing, assigning, supervising, and reviewing all functions and activities in support of the Police Department's records and evidence management unit.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

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

- Receives found property and evidence, documents the receipt, maintains the physical integrity, control, and the chain of custody, and physically stores the property and evidence in the designated location.
- Prepares evidence for submittal to outside agencies or labs for analysis, including packaging, securing, and preserving evidence items, preparing required forms, and submitting forms with evidence to labs.
- Coordinates with crime laboratories; prepares and transports evidence including weapons, narcotics, and biological specimens for analysis and processing by others.
- Releases and purges property and evidence following appropriate Federal, State, and local laws and regulations; prepares evidence and property for auction and/or disposal upon completion of court proceedings.
- Assist as needed with collection, packaging and documenting of evidence at search warrants.
- Initiates, organizes, updates, maintains, and controls access to complex filing systems and records, including highly sensitive case files.

- Acts as liaison with the court and other offices requiring the transmission of documents and the coordination of criminal filings and court appearances; may serve as an expert witness in court proceedings; prepares evidence for officers and investigators for court proceedings; maintains records and tracks such actions.
- Releases property to the public; prepares the proper paperwork and prepares evidence for pick-up; completes the necessary reports and documentation of the release.
- May receive and screen visitors and telephone calls; answers questions, distributes forms, and provides a variety of information requiring the interpretation of laws, policies, and procedures.
- Performs difficult, complex, technical, and/or specialized office support work that requires the exercise of independent judgment, the application of technical skills, and a detailed knowledge of the activities and procedures specific to the Police Department.
- Researches and assembles information from a variety of sources for the preparation of periodic and special reports or the completion of forms; uses spreadsheets and makes arithmetic and statistical calculations.
- Prepares correspondence, reports, forms, receipts, brochures, and specialized documents, such as letters to investigators, property claim letters to citizens, and other correspondence.
- Provides training and technical assistance to co-workers, including providing instruction on proper evidence collection, maintenance, and destruction techniques.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Current forensic methods and techniques used in the collection, preservation, organization, and presentation of physical evidence.
- Functions, terminology, services, and principles and practices of law enforcement work.
- Applicable Federal, State, and local codes, regulations, policies, technical processes, and procedures.
- Techniques for records management and evidence processing, including records disbursement and chain of evidence procedures.
- Methods used in the collection, tabulation, review and distribution of evidence and property, forms, reports, and documents.
- Modern still and video photography techniques and equipment.
- Record keeping principles and practices.
- Business arithmetic and basic statistical techniques.
- Computer applications related to the work, including data tracking, word processing, and basic spreadsheet applications.
- Modern office practices, methods, and computer equipment.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Perform technical, detailed, and responsible law enforcement support work.
- Conduct technical criminal evidence collection and maintenance.

- Interpret, apply, and explain applicable Federal, State, and local rules, policies, laws, codes, and procedures.
- Prepare clear, concise, and accurate reports, correspondence and other written materials.
- Organize, research and maintain technical and administrative files.
- Enter data into a computer system and prepare written materials with sufficient speed and accuracy.
- Make accurate arithmetic and statistical calculations.
- File and maintain automated and hardcopy records with speed and accuracy.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs, as well as a digital camera.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- 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 and two (2) years of varied administrative support or inventory control experience preferably in a law enforcement environment.

Licenses and Certifications:

- Possession of a valid driver's license with a satisfactory driving record.
- Possession of, or ability to obtain, a LEADS certificate.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and may have direct exposure to airborne/blood borne pathogens, chemicals, gasoline fumes, narcotics, and weapons. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.