

PROPERTY AND EVIDENCE TECHNICIAN

DEFINITION

Under general direction, to perform various duties not requiring police arrest powers in providing Police Department services. This position performs specialized clerical and technical work related to the record keeping, custody and control of property and evidence; conducts in-field crime scene investigation; and to perform related work as required.

EXAMPLES OF DUTIES

Performs specialized clerical tasks; collects records and preserves physical evidence in criminal investigations and safeguards evidence and other property; prepares and maintains records and reports of work activity; receives catalogs; tags and secures property and evidence; maintains logs of evidence property; provides for the release and/or disposal of evidence property in accordance with department policies; processes fingerprint cards; maintains evidence for examination and court presentation; testifies in court regarding handling of evidence; communicates with courts on case status and evidence needed; performs other court liaison functions; notifies owners and disposes of property when court action has been concluded; provides for the release, auction and or disposal of property that is no longer of evidentiary value; assists sworn officers with booking evidence; maintains files on property records; orders and maintains supplies for the booking of evidence; provides for the initiation and maintenance of documents; responds to crime scenes as needed for the collection and preservation of evidence which shall include but is not limited to photography, factual diagrams, and collection of various samples; locates and preserves fingerprint evidence; responds to emergency off-duty call-outs in accordance with the Investigation Bureau call-out policy; does Cal-I.D. work.

SPECIAL REQUIREMENTS

Possession of an appropriate California driver's license.

Ability to work a 40-hour work week which may include night, weekend and holiday duty. Must be available for 24-hour emergency on-call status.

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EMPLOYMENT STANDARDS

Knowledge of:

- Modern office procedures, methods and equipment including but not limited to computers and typewriters.
- Principles and practices of basic report preparation.
- Modern law enforcement methods and procedures dealing with the proper collection, preservation and storage of all criminal evidence.
- Criminal law with particular reference to any sections that apply to criminal evidence and property management.
- Rules of evidence with regard to the collection, maintenance and chain of custody of all criminal evidence.
- Recent court decisions affecting procedures and proper collection methods of criminal evidence.
- Proper inventory control methods which may include the "Bar Code" system.

and

Ability to:

- Compile, maintain, process and prepare a variety of reports and documents quickly and accurately.
- Protect the integrity of evidence.
- Collect, store and dispose of a variety of property.
- Move and sort objects of various sizes, weights and descriptions.
- Compare names and numbers accurately.
- Effectively represent the Department with concerned individuals, various courts and other governmental agencies.
- Establish and maintain cooperative working relationships.
- Understand and follow verbal and written directions.
- Maintain confidentiality of police matters.
- Communicate effectively orally and in writing.
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EMPLOYMENT STANDARDS (cont.)

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain this knowledge and abilities would be:

Education: Graduation from high school or G.E.D. is desirable, supplemented by college course work from an accredited college or university in criminal justice.

Work Background: One year experience with a law enforcement agency which includes work related to the procurement and inventory control of supplies and property.

November 1996 (Res #96-131)