#### PROPERTY AND EVIDENCE SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <u>not</u> intended to reflect all duties performed within the job.

### **DEFINITION**

Under general supervision performs technical support duties to receive, secure, preserve, release and dispose of property and evidence items received by the Police Department; generate, maintain and update a variety of records and reports on the location or disposition of all property and evidence; and provides highly responsible and complex staff assistance to the Police Management Team.

## **DISTINGUISHING CHARACTERISTICS**

This is a specialized non-sworn position that is responsible for the maintenance, security and technical coordination of the property and evidence function. It is distinguished from the other non-sworn positions in the Police Department by the level of responsibility and independent decision making assigned to this position.

### SUPERVISION RECEVIED AND EXERCISED

Receives general supervision from a Police Lieutenant.

### **ESSENTIAL FUNCTION STATEMENTS**

Essential responsibilities and duties may include, but are not limited to, the following:

#### **Essential Functions:**

Coordinate the organization, security, maintenance and operational activities for property and evidence; to ensure compliance with all applicable laws, rules, regulations, and departmental procedures Participate in the development and implementation of departmental goals, objectives, policies, and procedures.

Identify opportunities for improving service delivery methods and procedures and identify resource needs to review with appropriate management staff prior to implementation.

Participate in forecasting funds needed for equipment, materials, and supplies; purchase property and evidence equipment, materials and supplies; monitor expenditures and recommend adjustments as necessary.

Research providers and makes recommendations regarding contract services.

Process, handle and verify currency received; maintain reports and deposit money to the Finance Division.

Enter property data into records and property management systems; research case status in CLETS; process property dispositions and update property and evidence computer databases with release information; and send property release letters to owners.

Research firearms ownership history and ensure compliance with Department of Justice Law Enforcement Gun Release background check procedures before release of firearms.

Coordinate property and evidence activities with other divisions and outside agencies; recommend property for release or disposal; maintain chain of custody.

Coordinate with Professional Standards to facilitate periodic audits and inventories of the property and evidence operation.

**Essential Functions: (continued)** 

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Coordinate with the District Attorney's Office regarding firearms confiscation petitions; enter gun information into CLETS; receive status updates on firearms after court hearings; send release letters or prepares firearm for destruction; secure court orders for the destruction of controlled substances and firearms on adjudicated cases.

Perform routine office functions such as word processing, filing, and record keeping; prepare reports of property and evidence, disposed of property, unclaimed property, and property available for auction or destruction.

Identify, document, and notify appropriate staff of errors in management software systems; identify problems and changes to enhance the property and evidence module of the records management system.

Testify in court regarding the chain of custody of evidence, as necessary.

May administer the Preliminary Alcohol Screening Device program; test devices weekly for accuracy; calibrate devises as necessary; maintains logs and records of program to ensure compliance with regulations; testify in court as required regarding the accuracy and maintenances of devices in DUI cases.

Provide staff assistance to the Police Management Team; participate on a variety of meetings, committees, and forums; prepare and present staff reports and other correspondence as appropriate and necessary.

Direct contact with public to coordinate return of property and evidence, including firearms, money and high value property.

### **Marginal Functions**:

Performs related duties and responsibilities as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

Procedures and methods used in property and evidence handling, recording, preservation, storage, and disposition

Principles and practices of program development and administration

Principles of business letter writing and report preparation

Office procedures, methods, and equipment including computers and applicable software applications

Court procedures regarding the handling and storage of evidence

Legal guidelines pertaining to the maintenance and control of evidence

Records management and inventory techniques

Occupational hazards and standard work place safety practices

Federal, state, and local laws, codes, and regulations

#### **Ability to:**

Coordinate and direct the services and activities related to property and evidence

Recommend and implement goals, objectives, policies, and procedures

Understand, interpret, and apply, laws, policies, rules and regulations

Plan and organize work to meet changing priorities and deadlines

Exercise sound judgment in a variety of situations

Research, analyze and evaluate new service delivery methods and techniques

Maintain accurate records of property and evidence

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### **Ability to: (continued)**

Maintain a current knowledge of property and evidence processing, storage and disposal procedures

Establish and maintain confidentiality

Understand the criminal and civil judicial systems

Operate modern office equipment, including computers and applicable software

Testify in court

Safely handle firearms and narcotics

Communicate clearly and concisely, with tact, both orally and in writing

Establish and maintain positive and effective working relationships with others

Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities

#### EXPERIENCE AND TRAINING

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

## **Experience**:

Three years of increasingly responsible experience in a law enforcement agency that included experience in property and evidence as well as some supervisory or administrative experience.

## **Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training related to property and evidence. A college degree is desirable.

## **License or Certificate:**

Possession of an appropriate, valid driver's license.

Possession of, or ability to obtain, Preliminary Alcohol Screening Device certification

Possession of, or ability to obtain, CLETS certification.

Possession of, or ability to obtain firearms safety and bio-hazards training certification.

Possession of, or ability to obtain training certification from the California Association for Property and Evidence and the International Association for Property and Evidence.(Certified Property and Evidence Specialist within 18 months)

#### PHYSICAL DEMANDS

Sitting:	Frequently to Constantly	Lifting:
Standing:	Occasionally	up to 10 lbs: Frequently to Constantly
Walking:	Occasionally	11 to 25 lbs: Occasionally
Bending:	Occasionally	26 to 50 lbs: Occasionally
Crouching:	Occasionally	51 to 75 lbs: Occasionally
Stooping:	Occasionally	76 to 100 lbs: Never
Kneeling:	Occasionally	100 + lbs: Never
Crawling:	Never	Carrying
Climbing:	Occasionally	up to 10 lbs: Frequently to Constantly
Balancing:	Occasionally	11 to 25 lbs: Occasionally
Running:	Never	26 to 50 lbs: Occasionally

Running: Never 26 to 50 lbs: Occasionally
Twisting: Occasionally 51 to 75 lbs: Occasionally
Turning: Occasionally 76 to 100 lbs: Never
Jumping: Never 100 + lbs: Never

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## **PHYSICAL DEMANDS (continued)**

Pushing/Pulling:

up to 10 lbs: Frequently to Constantly

11 to 25 lbs: Occasionally 26 to 50 lbs: Occasionally 51 to 75 lbs: Occasionally 76 to 100 lbs: Never 100 + lbs: Never

Grasping – firm: Occasionally

Finger dexterity: Occasionally to Frequently
Reaching forward: Occasionally to Frequently
Pinch grasp: Occasionally to Frequently
Grasp – light: Occasionally to Frequently

Coordination - Eye-hand: Frequently

Eye-hand-foot: Occasionally Driving: Occasionally

Talking - Face-to-face: Occasionally to Frequently

Verbal contact: Occasionally to Frequently

Public: Frequently

Vision - Acuity far: Required

Acuity, near: Required Depth perception: Required Field of vision: Required Accommodation: Required Color vision: Required

Hearing - Conversation: Occasionally to Frequently

Telephone: Occasionally to Frequently Earplugs: Occasionally to Frequently

### MENTAL REQUIREMENTS

Abstract variables, Interpret instructions, Problems-standard, Detailed-uninvolved instructions, One or two-step instructions, Reading-simple, Reading-complex, Writing-simple, Writing-complex, Math skills-simple, Math skills-complex, Clerical, Synthesizing, Coordinating, Analyzing, Computing, Copying, Comparing, Supervising, Serving, Taking instructions-helping, Setting up, Operating-controlling, Comprehend/follow instructions, Perform simple repetitive tasks, maintain work pace, Relate to other people, Influence other people, Perform varied complex tasks, Generalizations/evaluations, Responsibility for direction.

#### **WORK ENVIRONMENT**

Exposure to: Indoors, Using computer/computer monitor screen, dust/fumes/etc., toxic/caustic chemicals, Works around others, works in a remote location alone, works with others.