

**Grass Valley Police Department
JOB DESCRIPTION**



Police Evidence/Property Technician

Department: Police

FLSA Status: Non-Exempt

Reports To: Police Evidence Sergeant / Police Lieutenant

Unit: 2, Full-time Position

SUMMARY OF JOB PURPOSE

Under general supervision, performs a wide variety of specialized law enforcement support duties related to receiving, storing, disposing, and releasing property and evidence collected by law enforcement staff; collects, packages and processes all items taken into evidence daily; processes items approved for disposal; releases and tracks evidence issued to departmental and other personnel; and performs related duties as required. Performs other clerical duties as assigned in support of operations. Coordinates and participates with other Police Department personnel in a variety of special events throughout the community.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Police Evidence Sergeant & Police Lieutenant.

ESSENTIAL FUNCTIONS (include but are not limited to listed tasks)

1. Collect, package and process all items submitted to the property room each day; enter all property room submissions into records management system; update and maintain evidence tracking system to reflect chain of custody for each item whenever it is removed from the property room; maintain property room integrity and security.
2. Dispose of all items approved for destruction or move property to a pre-disposal storage area; research older case files to determine appropriate disposition of items; comply with all laws and policies regarding property disposal.
3. Prepare, check out, and release evidence to appropriate persons; track property checked out to the lab or the District Attorney's Office.
4. Enter, update and track property and evidence through the records management system; enter firearm data into CLETS.
5. Prepare, process, facilitate, and document all narcotics and weapons booked for destruction; properly track, document and report all destroyed firearms; ensure compliance with current law and policy.
6. Identify property and evidence ready for auction or donation; coordinate appropriate disposition of items with auction vendors.
7. Assist in preparing a variety of evidence and property related documents and reports.
8. Prepare, process, and deposit all non-evidentiary cash into appropriate bank accounts.
9. Conduct routine inventory and audits of all items in the property and evidence room.
10. Prepare and send notifications to property owners; provide assistance to the general public regarding requests and inquiries concerning the release of property.
11. Assist other agencies, including District Attorney's Office, with service requests.

This job description indicates in general the nature and levels of work, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER.

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12. Ship, receive, and distribute items as assigned.
13. Participates in a variety of special events for the department to bring department services to the awareness of the public.
14. Performs related duties as assigned in support of the records department and other police functions.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

1. State and Federal laws related to the retention and disposition of evidence and property in a law enforcement setting.
2. Best practices in law enforcement property room management.
3. Principles and practices of record keeping and reporting;
4. Modern office equipment and procedures including use of word processing and spreadsheet applications;
5. English usage, spelling, grammar and punctuation;
6. Principles of customer service;
7. Local and State laws governing the release and distribution of law enforcement records;
8. Proper use of various law enforcement databases and software;

Skills in:

1. Interpreting and complying with provisions of applicable codes, ordinances and regulations related to property room management and police department records;
2. Applying laws, regulations, codes and departmental policies;
3. Researching, preparing and writing clear and concise reports.

Ability to:

1. Receive, process, store, document, release, and dispose of evidence and property.
2. Effectively maintain control of and account for police property and evidence.
3. Maintain a current knowledge of evidence and property storage and release procedures.
4. Apply and explain pertinent laws, regulations, policies and procedures related to property and evidence.
5. Understand the criminal and civil judicial systems.
6. Respond to requests and inquiries from the general public.
7. Safely perform the physical requirements necessary in storing and moving materials.
8. Exercise good judgment and maintain confidentiality with critical and sensitive information, records, and reports.
9. Organize, prioritize and follow up on work assignments.
10. Work independently and as part of a team.

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QUALIFICATIONS

To perform this job successfully, the incumbent must be able to perform each of the essential duties satisfactorily. Reasonable accommodations may be made to enable incumbents with disabilities to perform the essential functions. The requirements listed are representative of the knowledge, skill and/or ability required.

PHYSICAL REQUIREMENTS

1. Must be free from any physical, emotional or mental condition which might adversely affect the ability to perform essential job duties.
2. Must be able to sit at a confined work station for extended periods while performing essential duties.
3. On a continuous basis, sit at a desk for long periods of time. Intermittently twist to reach equipment surrounding desk, perform simple grasping and fine manipulation, use telephone and communicate through written means.
4. While performing the duties of this job the incumbent is regularly required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, and manipulate tools and talk and hear. The incumbent is occasionally required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 20 pounds alone, and up to 40 pounds with assistance. See in the normal visual range with or without correction. Hear in the normal audio range with or without correction.

EDUCATION AND EXPERIENCE

1. An Associates of Arts degree or above from an accredited college or university with major course work in general education, criminal justice, business, accounting, or a related field;
2. 3 years experience in customer service, clerical work, and processing police records is desirable.

CERTIFICATES, LICENSES AND REGISTRATIONS

1. Must have an acceptable driving record and possess an appropriate California Driver's License.
2. Pass criminal / personal history background check prior to hire date.
3. Must attend and satisfactorily complete a POST certified Property Room Management course within 1 year of hiring. (City to schedule time for this class and cover the costs.)

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LANGUAGE SKILLS

Ability to read, write and communicate in English at a level required for successful job performance. Effectively present information and respond to questions from managers, employees, and the general public.

MATHEMATICAL SKILLS

Ability to use and understand basic mathematical concepts such as: adding, subtracting, multiplying, and dividing.

REASONING ABILITY

Ability to apply common sense and understanding to carry out instructions furnished in written, oral, or diagram form. Resolve problems involving several known variables in standardized situations using standard industry and departmental processes and/or procedures.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job.

GENERAL

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: _____

Signature: _____

Date: _____

Adopted:

Revised:

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