



ASSISTANT EVIDENCE AND PROPERTY TECHNICIAN

DEFINITION

Under close supervision, assists with the receiving, organizing, preserving, securing, transporting, and releasing of property and/or evidence; destroys hazardous material and narcotics no longer scheduled for use as evidence; testifies in court regarding chain of custody of evidence; prepares complex legal paperwork; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives close supervision from an assigned Police Sergeant. Exercises no supervision.

CLASS CHARACTERISTICS

This is the entry-level non-sworn classification in the Evidence and Property Technician class series. Under close supervision, incumbents learn and assist in the performance of routine and standardized tasks and duties assigned to the position. Close supervision and frequent review of work lessen as an incumbent demonstrates the skill to perform the work independently. Exceptions or changes in procedures are explained in detail as they arise.

Incumbents at this level are not expected to perform with the same independence of direction and judgement on matters allocated to the Evidence/Property Technician. This level is distinguished from the Evidence and Property Technician by the performance of the full range of duties under less supervision.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

- Receives, tags, and stores property and/or evidence from crime scenes.
- Assists with preparing narcotics for analysis by the Department of Justice and county crime lab.
- Assists with researching case disposition and case files to determine the rightful owner of property.
- Releases property to others when appropriate.
- Types correspondence to victims, suspects, and reporting parties in response to requests for the return or destruction of property.
- Transports narcotics to the Department of Justice and county crime lab for analysis; destroys narcotics according to legal and administrative procedures and practices.
- Assists with completing Department of Justice checks on individuals who claim weapons.
- Obtains court orders for the destruction or return of property.
- Assists with preparing body worn camera and in-car camera requests and subpoenas for the department and the District Attorney's Office.

- Enters data on property and/or evidence into the property system.
- Transports and stores bio-hazardous material/chemicals; coordinates pick-ups for the destruction and disposal of bio-hazardous material.
- Checks, corrects, and enters firearms into RIMS and AFS (Automated Firearm System).
- Purchases, catalogs, orders, and stores department equipment and supplies, as needed.
- Answers telephones and processes requests from others.
- May testify in court regarding the chain of evidence.
- Assists in the retrieval of property; accompanies officers on search warrants, as needed.
- Represents the City of Rocklin in a courteous, professional manner.
- Performs related work as required.

QUALIFICATIONS

Knowledge of:

- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Operate standard office equipment, including computers and digital cameras.
- Learn to handle weapons and chemicals safely.
- Count large sums of money accurately.
- Learn to maintain and understand the importance of the preservation of chain of evidence/custody.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to the work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Prepare clear, concise, and complete reports and other written material.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those encountered in the course of work.

Education and Experience

Equivalent to an associate degree from an accredited educational institution, with major coursework in criminal justice, sociology, psychology, or a closely related field.

Licenses and Certifications

Possession of, or ability to obtain and maintain, a valid California Class C Driver License and a satisfactory driving record is required. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle to visit various City sites and attend off-site meetings; vision to read printed material and view a computer screen; hearing and speech to communicate in person, before groups, and over the telephone; finger dexterity to operate standard office equipment and access, enter, and retrieve data using a computer keyboard and calculator; the ability to bend, stoop, kneel, reach, and push and pull drawers open and closed to retrieve and file information and occasionally lift, carry, push, and pull materials and objects up to 20 pounds to perform the required job functions. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibrations, mechanical and/or electrical hazards, hazardous chemical substances and fumes, bodily fluids, and other potentially hazardous materials collected as evidence. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Employees may be required to work evenings, weekends, and holidays, as well as participate in afterhours on-call assignments. May work unusual and prolonged work schedules, as necessary.

All City of Rocklin employees are designated as Emergency Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or City.

This class specification should not be construed to imply that these requirements are the exclusive standards of each position as not all duties are necessarily performed by each incumbent.

Adopted	February 2024
Revised	N/A
FLSA	Non-Exempt
Salary Schedule	Police/Range NSP7