

EVIDENCE/PROPERTY TECHNICIAN

Salary Range: NSP5 (Police Salary Schedule)

DEFINITION

Under general supervision, receives, organizes, preserves, secures, transports, and releases property/evidence; destroys hazardous material and narcotics no longer scheduled for use as evidence; collects and analyzes fingerprints; testifies in court regarding chain of evidence and/or fingerprint processing and identifications; prepares complex legal paperwork; supplements Records staffing when time permits; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a journey-level non-sworn classification that works within the Police Department. Incumbents operate with considerable autonomy and are expected to perform duties and make decisions with a high degree of independence within the framework of established procedures.

SUPERVISION RECEIVED AND EXERCISED

The Evidence/Property Technician reports to the Professional Standards Unit Police Lieutenant and may provide training and direction to administrative staff and/or volunteers.

EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES

- Receives, tags and stores property/evidence from crime scenes
- Prepares narcotics and fingerprints for analysis by the Department of Justice
- Transports fingerprints and narcotics to Department of Justice for analysis, and destroys narcotics according to legal and administrative procedures and practices
- Researches case disposition and case files to determine rightful owner of property
- Completes Department of Justice checks on individuals who claim weapons
- Obtains court orders for the destruction or return of property
- Releases property to others when appropriate
- Testifies in court regarding the chain of evidence
- Enters data on property/evidence into the property system
- Transports and stores bio-hazardous material/chemicals, and coordinates pick-ups for the destruction and disposal of bio-hazardous material
- Transports film for processing
- Supplements Records staffing when workload permits, or as directed
- Purchases, catalogs, and stores Department equipment and supplies
- Answers telephones and processes requests from others
- Types correspondence to victims, suspects and reporting parties in response to requests for the return or destruction of property
- Orders and stocks supplies as needed
- Assists in the retrieval of property, accompanying officers on search warrants, as needed
- Represents the City of Rocklin in a courteous, professional manner

EMPLOYMENT STANDARDS**Knowledge of:**

- Practices and procedures pertaining to property/evidence collection, storage, processing and handling
- Federal and State laws and court decisions pertaining to the recovery of property/evidence and preservation of evidence chain
- Processes and procedures for requesting court orders
- Practices and procedures for the handling and disposing of hazardous materials
- Practices and procedures for the safe handling of firearms
- Federal, State and local laws pertaining to weapons possession

Ability to:

- Operate standard office equipment including computers
- Handle weapons and chemicals safely
- Count large sums of money
- Maintain and preserving chain of evidence/custody
- Maintain accurate and complete records and reports
- Establish and maintain effective working relationships with those encountered in the course of work

Minimum Qualifications

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 12th grade supplemented by specialized training and/or certificates in property/evidence management and two (2) years of recent full-time law enforcement and/or criminal justice system experience.

GENERAL QUALIFICATIONS**License Requirement**

Possession of a valid California Class C driver license.

Physical Requirement

Manual dexterity to operate tools and equipment related to property and evidence processing, and to operate standard office equipment and a motor vehicle; mobility to grasp, bend, walk, stand, kneel and stoop; lift moderate weights; vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone; may work unusual and prolonged work schedules as necessary. Requires working in controlled exposure to chemicals, bodily fluids and other potentially hazardous materials collected as evidence.

FLSA: NE

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

Adopted: September 2003

Revised: January 2020