

**City of San Rafael
Job Class Specification**

Job Title: Police Evidence and Property Technician

SUMMARY

Processes, stores, and controls evidence and other property received or confiscated by the Police Department; classifies and compares fingerprints; maintains property and evidence files and records.

General supervision is provided by the Police Civilian Supervisor. Responsibilities may include training and/or indirect supervision of lower level personnel.

This is an entry and journey level specialized police civilian classification and performs all duties required to effectively dispatch police services. This classification is distinguished from the Police Civilian Supervisor classification, which is assigned as a unit supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties described are representative of those that must be met by an employee to successfully perform essential job functions. Additional duties may be performed as required. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties.

- Receives, logs, stores and maintains property and evidence in accordance with Department procedures; transports evidence for forensic examination; maintains evidence rooms in an organized condition.
- Verifies inventories of evidence and property received and/or confiscated by Police Department.
- Reviews evidence and analysis forms for errors and omissions and assists with corrections.
- Determines purge dates for property and evidence; releases or disposes of property and evidence in accordance with applicable laws and court orders; prepares and sends letters to property owners for claim; releases property to rightful owner; prepares surplus and unclaimed property for disposal or auction.
- Prepares property and evidence for court trials; releases property to authorized persons; tracks chain of custody of evidence items; testifies in court regarding evidence chain of custody.
- Assists in determining evidence analysis requirements; provides training in proper evidence and packaging procedures.
- Evaluates suitability of latent fingerprints for automated system.
- Reviews and files photographic evidence.
- Responds to outside agency requests for evidence, status and chain of custody.
- Prepares a variety of property and evidence reports.
- Assists in other police service support work.
- Establishes and maintains inventory systems.
- Performs related duties as required.

KNOWLEDGE OF:

- Property and evidence storage, filing, retrieval and recordkeeping systems
- Laws related to processing, storage, release and disposal of property and evidence
- City and Department policies and procedures.
- Information technology, personal computers and related software applications.
- Fingerprinting techniques and procedures
- Photography and photographic equipment

ABILITY TO:

- Store, track and retrieve property and evidence
- Maintain accurate logs, records and files
- Operate camera and various other photographic equipment
- Prepare a variety of reports
- Establish and maintain cooperative relationships with the public and fellow employees.

LANGUAGE , MATHEMATICAL AND REASONING SKILLS

Ability to read and interpret documents such as rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak other employees and the public. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

EDUCATION, CERTIFICATION AND EXPERIENCE

High school diploma or general education degree (GED). Two years police support service experience and/or training or equivalent combination of education and experience. Valid driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to grasp, finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand, walk, bend squat, climb, kneel and twist. The employee must frequently lift up to 50 pounds and occasionally lift up to 100 pounds. The employee must occasionally move or carry up to 100+ pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee is frequently exposed to video display and frequently works in evenings or weekends. The noise level in the work environment is usually quiet.

Hazards: Hazards are moderate, fairly predictable and protected against.

Department: Police
FLSA Status: Nonexempt
Prepared By: SRPD Succession Planning Committee
Prepared Date: November 2008
Approved By: City of San Rafael & San Rafael Police Association
Approved Date: April 2010