



Police Property Technician

Summary

Receive, store, transport, release, and/or dispose of property and evidence in the Petaluma Police Department and maintain related records.

Class Characteristics

General supervision is provided by a higher-level supervisor or manager. Responsibilities may include the technical or functional supervision of other staff or volunteers/interns. 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 consequence of errors, level of responsibility, and independent decision making applicable to this position.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.

Duties:

Receive, store, and maintain all property and evidence including all stored property and evidence related equipment; maintain stocks of required packaging and storage supplies; maintain organized property packaging and storage areas in accordance with state, city, and departmental procedures and regulations.

Notify property owners of releasable property; release or dispose of property recovered, found, or seized in accordance with state, city, and departmental procedures and regulations.

Use property and evidence database system to enter and maintain data about all actions associated with the property; compile data from a variety of database systems to prepare reports; duplicate digital evidence as needed.

Coordinate with various public agencies, private attorneys, and others to arrange and conduct timely viewing of evidence during discovery processes; witness the viewing of evidence during discovery processes in an unobtrusive and impartial manner; transport evidence to various public agencies and other persons legally entitled; and testify in court regarding chain of custody, property records, and equipment maintenance.

Perform research to determine if evidence needs to be retained or destroyed; ensure disposal of evidence is properly handled.

Attend training to keep current with applicable laws and regulations relative to the handling and storage of evidence/property and recommend appropriate changes when necessary.

In a backup capacity, make latent fingerprint comparisons following established procedures.

Police Property Technician

Perform general office duties including typing, record keeping, filing, and basic report writing.

Use personal protective equipment including but not limited to gloves, safety glasses, face masks, and Tyvek suits, when applicable and required.

Perform related duties as assigned.

Skills/Abilities:

Learn and apply laws, regulations, principles and methods for receiving, storing, maintaining, transporting, and disposing of property and evidence.

Read, comprehend, learn, and apply a variety of applicable procedure manuals, legal codes, and legal documents.

Exercise sound judgment and make decisions independently within established guidelines.

Present accurate and detailed information related to property and evidence procedures and chain of custody.

Interpret and understand court orders and attorney requests in regards to evidence release and/or disposal.

Transport evidence using a department authorized vehicle or equivalent.

Learn how to properly handle property and evidence, including narcotics, explosives, hazardous materials, and weapons in a safe manner.

Learn latent fingerprint comparison procedures and practices.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, use the computer keyboard and mouse, use hands and fingers to handle or feel; reach with hands and arms, talk or hear, stand, walk, and stoop, or crouch. Occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires the ability to work in an office environment where the noise level is usually moderate.

Qualifications

Knowledge of:

Basic principles and methods for receiving and handling property and evidence.

Safe firearm handling.

Safe work methods and safety regulations pertaining to the work.

Police Property Technician

Basic law enforcement organization, activities, terminology, and regulations.

Record keeping principles and practices specific to a law enforcement (or equivalent) organization.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Equivalent to graduation from high school.

Experience:

Two years of experience in police records, property/evidence management, inventory/supply administration, storage, and records management, or equivalent with a law enforcement agency.

Certifications/Licenses:

Possession of a valid California Class C driver license.

As a term of continued employment, incumbents must obtain certification as a Property and Evidence Specialist (CPES) from the International Association of Property and Evidence (IAPE) within 18 months of appointment.

As a term of continued employment, incumbents must successfully complete the Peace Officer Standards and Training (POST) 38-hour course on latent fingerprint comparison within 18 months of appointment.

Established: 1/4/2016

Resolution #: 2016-009 N.C.S.; 2021 – 201 N.C.S.

Reformatted:

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Department: Police

FLSA Status: Non-exempt