

## **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; and performs related duties as assigned.

### **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 and/or 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 and/or 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.
- 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.
- Performs related duties as assigned.

### **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.
- Records management principles and practices.
- 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.
- Handle weapons and chemicals safely.
- Count large sums of money accurately.
- Maintain and preserve chain of evidence/custody.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to 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.

**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 12<sup>th</sup> 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: December 2022*