

CITY OF LOS BANOS

Job Description

POSITION TITLE	PROPERTY EVIDENCE TECHNICIAN
DEPARTMENT	POLICE
EMPLOYMENT CATEGORY	REGULAR
EMPLOYMENT LEVEL	STAFF

DEFINITION

To perform administrative and technical duties associated with the receipt, packaging, cataloging, tracking, maintaining, disposition and return of police evidence and property; to protect the integrity of evidence throughout the judicial process; and to assist with ordering, purchasing, cataloging, tracking, and maintaining inventory of Police Department equipment, supplies, vehicles and equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from Police Services Manager and/or Police Administration.

EXAMPLES OF ESSENTIAL DUTIES

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

- Reliable and dependable attendance and punctuality
- Maintain confidentiality of city records and/or confidential discussions pertaining to City records.
- Receive, verify, segregate and secure all evidence and property submitted to the Police Department.
- Gather information, print, prepare, and complete accurate records pertaining to the tracking of inventory related to property and evidence received by the Department.
- Receive, review, approve and process requests for movement of evidence within and outside of the Department; release or deliver items.
- Schedule, prepare and review evidence and property cases for disposition.
- Remove items for disposition from inventory and secure necessary court orders for destruction, auction, disposal or return to owner.
- Assist officers and the public at front counter and over the telephone by providing and/or returning evidence; photograph items as necessary before being released to owners or Police Officers.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other related duties as assigned.

Knowledge of:

- Principles and practices of records management systems including inventory techniques.

- Principles and practices of customer service.
- Accepted law enforcement procedures, operations and regulations.
- Pertinent Federal, State and local laws, rules and regulations related to the collection, storage, and disposition of evidence.
- Safety regulations related to the proper handling, storage and transportation of hazardous materials and biohazards.
- Techniques and practices of chain of custody rules used in law enforcement property and evidence processing, storage, and disposition.
- Principles and practices of work safety.
- Modern office procedures, methods and computer equipment.
- English usage including spelling, punctuation and grammar.
- Data entry and report generation.

Ability to:

- Effectively process, handle, store and dispose of evidence, property and police property/supplies
- On a continuous basis, know and understand the operations of the unit; observe safety rules; intermittently, analyze problems, identify and locate evidence and property; interpret policies, procedures, operations and regulations; remember location of evidence and property; and explain rules and regulations to the public.
- Intermittently, sit while preparing reports; bend, squat, climb, kneel and twist while stocking parts; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 75 pounds or less.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Research, analyze and prepare technical reports for the disposition or maintenance of evidence property and department inventory.
- Understand and follow both oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Drive a vehicle to labs, auctions and disposal sites.

MINIMUM QUALIFICATIONS

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license.
- Type at a speed of 40 NWPM.

DESIRED QUALIFICATIONS

- One (1) year of work experience in and/or basic knowledge of the regular operations of a law enforcement agency.

10/17