



Police Property Technician

Department/Division:	Police/Property and Evidence
Reports To:	Police Services Supervisor
Provides Direction To:	Assigned part-time and temporary support personnel
Exemption Status:	Non-exempt
Date Prepared:	December 10, 2006

GENERAL PURPOSE

Under general supervision, organizes and controls property and evidence within the Police Property Room; stores, transports, releases, and/or disposes of property and evidence; keeps a variety of records; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

Coordinates

1. Organizes and maintains records within the Police Property Room; stores, transports, releases, and disposes of property and evidence in accordance with department procedures.
2. Maintains records of all property in custody, as well as police vehicles and equipment.
3. Destroys narcotics by assembling narcotics and paraphernalia to be destroyed, witnesses destruction, and maintains records of actions taken.
4. Assembles, logs, and transports property for public auctions.
5. Assists in completing prisoner booking procedures; processes fingerprints within the CAL-ID system.
6. Transports police vehicles to and from City Corporation Yard for maintenance and repair purposes.
7. Coordinates the maintenance and repair of radios, radar guns, and miscellaneous police equipment.

ESSENTIAL FUNCTIONS (continued)

8. Works with Public Works Department to coordinate building maintenance service requests within police facilities.
9. Supervises part-time support personnel and may supervise court-appointed trustees fulfilling community service obligations.

QUALIFICATIONS GUIDELINES

Knowledge of:

Property and evidence management policies and practices; evidence processing and inventory control techniques; principles of records management; police support and administrative functions; modern office procedures.

Ability to:

Properly account for police property and evidence; organize and maintain property and evidence control systems; organize and set priorities; exercise judgment in the proper handling and reporting of evidence; establish and maintain effective working relationships with staff, management, and others encountered in the course of work; understand and follow written and oral instructions; communicate effectively orally and in writing; operate computer hardware and use word processing and related software; operate standard office equipment.

Licenses; Certificates; Special Requirements:

A valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Insurance Policy.

Education/Training/Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or a G.E.D equivalent, supplemented by college level course work in criminology or related field; and three years of clerical or para-professional experience related to law enforcement of criminal justice.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is required to frequently sit and occasionally walk and stand to access work areas, and to store and retrieve property, evidence, and files; stoop, kneel, or crouch to access or place property or files; lift and carry records and documents, typically weighing less than 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee must be able to use written and oral communication skills; read and interpret data, information and documents; interpret policies and procedures; use basic math; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City staff, other organizations and the public.

WORK ENVIRONMENT

The employee typically works in office conditions and in a property storage area. The noise level is frequently quiet or moderately quiet. Occasional driving is required to drop off and pick up police vehicles from City maintenance facilities and to transport property to and from approved locations.