

## PROPERTY AND EVIDENCE / ~~AND EVIDENCE~~ TECHNICIAN

### DEFINITION

~~To receive, store, inventory and release or dispose of property turned in as evidence or taken from prisoners; to provide technical and functional supervision over assigned staff; and to generate and maintain a variety of records and reports. Under general supervision, to receive, document, release or dispose of all property and/or evidence received by the Hayward Police Department in accordance with departmental policy and procedures and established legal and industry requirements.~~

### DISTINGUISHING CHARACTERISTICS

The Property and Evidence Technician is a journey level classification where incumbents are assigned the full range of duties and receives general supervision with instruction or assistance provided as new or unusual situations arise. Duties in this classification require incumbents to work shifts, weekends, and holidays. This classification is distinguished from other classifications by the specialized nature of the functions performed. It is further distinguished from the Property/Evidence and Crime Scene Administrator which is a section head management level classification responsible for the overall daily operations of the Property/Evidence and Crime Scene Investigation functions.

### SUPERVISION RECEIVED

Receives direction from the ~~Police and Support Services Manager~~. ~~Property and~~ Evidence and Crime Scene Administrator.

### ~~SUPERVISION AND~~ EXERCISED

~~Receives direction from the Police and Support Services Manager. Exercises technician and functional supervision over assigned civilian police personnel.~~ None.

### ESSENTIAL DUTIES

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

~~Plan, assign and review the work of assigned personnel performing property and equipment maintenance activities; evaluate performance; recommend disciplinary action.~~

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~~Receive, classify, record, store all items of property or evidence and store a variety of evidence and property, including evidence taken during the commission of a crime and property which has been found and turned in or taken from prisoners, ensuring compliance with state and local regulations.~~

~~Maintain chain of custody records for property items. Research and release property to be used as evidence in court or to be returned to prisoners.~~

~~Maintain suspense file of stored property, send notices to owners of unclaimed property.~~

#### ~~ESSENTIAL DUTIES (continued)~~

~~Correspond with property owners, or persons recovering property.~~

~~Coordinate the destruction of evidence with local agencies ;~~

~~and P~~ ~~purge items not to be returned to owners. Destroy or dispose of obsolete or unclaimed property or evidence, including biological materials such as blood and urine and hazardous materials such as chemicals used in identifying drugs, as well as weapons, and illegal substances.~~

~~Coordinate the auction of unclaimed property.~~

~~Answer questions either verbally or in writing from the public regarding the disposition ~~or of~~ property.~~

#### ~~ESSENTIAL DUTIES (continued)~~

~~Maintain inventory control and final disposition of records of controlled items ~~on dangerous drugs, (i.e. narcotics, firearms), and hazardous materials.~~~~

~~Coordinate the destruction of evidence with local agencies.~~

~~Ensure the security of ~~the~~ property ~~are~~ and stored items.~~

~~Prepare periodic reports and lists generated from Access information ~~using automated data baseterminals to determine court ~~determine court~~ dispositions or activity status. and manual files.~~~~

~~Maintain records of court dispositions and charge sheets.~~

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~~Order and maintain necessary forms and department office supplies for the ; maintain inventory of departmental equipment and furniture.~~

Testify in court concerning evidential property.

#### ~~ESSENTIAL DUTIES (continued)~~

Deliver and pick up evidence to and from crime lab and coroner's office.

~~Set up auctions for the sale of unclaimed property.~~

Train departmental personnel in procedures related to property and evidence handling.

Order and maintain necessary forms and supplies for the department.

~~Perform related duties as assigned.~~

Work nights, weekends ~~and~~ holidays \_when required and \_serve in on-call status.

Performs \_related work as necessary.

#### JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

~~English usage, spelling, grammar and punctuation~~

~~Business letter writing, practices, procedures~~

~~Automated information retrieval systems~~

~~Practices and procedures for record keeping~~

• ~~Knowledge of supervising practices related to assigning, reviewing and evaluating the work of others.~~

• ~~Knowledge of~~ Techniques and procedures for identifying, preserving and storing evidence.

~~Knowledge of Mmodern office practices and procedures, including computer applications~~ Automated information retrieval systems

• \_\_\_\_\_.

~~Knowledge of e~~Criminal justice system.

#### Practices and procedures for record keeping

- ~~Knowledge of p~~Principles and practices of computerized inventory control including storing and releasing of property.

- Modern office practices and procedures, including computer applications, automated information retrieval systems, w~~Knowledge of w~~Word processing and data base programs.

Business letter writing, practices, procedures.

English usage, spelling, grammar and punctuation.

#### JOB RELATED AND ESSENTIAL QUALIFICATIONS (Cont.)

Ability to:

~~Ability to~~ Communicate clearly and concisely, both orally and in writing

~~Work independently with minimal supervision~~

~~Maintain a professional demeanor when dealing with hostile individuals~~

~~Establish and maintain extensive written records and prepare written reports~~

- ~~R~~receive, store, inventory and dispose of property.
- ~~Ability to provide supervision to assigned staff including technical supervision.~~
- ~~Ability to prepare and maintain accurate and concise reports and records.~~
- ~~Ability to m~~Move, carry or handle heavy items of property and evidence weighing up to fifty (50) pounds.
- ~~Ability to u~~Understand and apply departmental policies and procedures.

- ~~Ability to r~~Read, understand and apply pertinent state and local regulations governing the safeguard, release or disposal of property and evidence, learn, interpret and apply policies and procedures related to the custody of property and evidence

- ~~Ability to t~~Type accurately at 30 words per minute.

~~Ability to r~~Render accurate court testimony concerning evidential property.

Communicate clearly and concisely, both orally and in writing.

Work independently with minimal supervision.

~~Maintain a professional demeanor when dealing with hostile individuals~~

Establish and maintain extensive written records and prepare written reports.

- Perform basic business mathematical calculations related to the accounting of large sums of money.

- ~~Ability to communicate clearly and concisely, both orally and in writing.~~

~~Ability to e~~Maintain a professional demeanor when dealing with hostile individuals.

Establish and maintain effective working relationship with those contacted in the course of work at all levels.

- File alphabetically, numerically and chronologically.

## EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education training that cwould likely provide the required knowledge and abilities would be ~~is~~ qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two (2) years of storing and maintaining an inventory of materials in a highly controlled environment similar to the property and evidence materials maintained in a police department ~~and including the storage and disposal of hazardous and biological materials.~~ Familiarity with a law enforcement or criminal justice environment is desirable. ~~Supervisory experience is desirable.~~

Education: Equivalent to the completion of twelfth grade. Supplemental related training and coursework such as Evidence and Property Function Management is highly desirable.

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### EXPERIENCE AND EDUCATION (Cont.)

License and Certificates: Possession and maintenance of a valid California Class C driver's license. Possession of or ability to obtain an International Association PE for Property and Evidence (IAPE) training certification within the probationary period.

### SPECIAL REQUIREMENTS

Essential and important duties of this position require the following mental and/or physical abilities and work environments: ability to work in a standard office environment and use standard office equipment and current software; safely drive to various locations throughout the City and County; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball, laptop, and/or tablet; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop, climb, safely lift and move equipment and materials ~~lifting of items weighing up to fiftysixty~~ (560) pounds; climbing of ladders or other mechanical platforms while lifting items weighing up to fiftysixty (560) pounds; ability to handle controlled substances, firearms and potentially biologically contaminated items; to work flexible shift configurations, including nights weekends and holidays as required. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) year  
C665 Property and Evidence Technician  
Created: December 1986  
Last Revised: August 1992

October 29, 2020

EEO Code: 03  
FPPC STATUS: Non-Designated  
FLSA STATUS: Non-Exempt