

PROPERTY AND EVIDENCE TECHNICIAN

DEFINITION

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 receive 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 Property/Evidence and Crime Scene Administrator.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES

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

Receive, record, store all items of property or evidence.

Maintain chain of custody records for property items.

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

Correspond with property owners, or persons recovering property.

Coordinate the destruction of evidence with local agencies and purge items not to be returned to owners.

Coordinate the auction of unclaimed property.

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

ESSENTIAL DUTIES (continued)

Maintain records of controlled items (i.e. narcotics, firearms).

Ensure the security of property and stored items.

Access information using automated terminals to determine court dispositions or activity status.

Maintain records of court dispositions and charge sheets.

Testify in court concerning evidential property.

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

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

Order and maintain necessary forms and supplies for the department.

Work nights, weekends holidays when required and serve in on-call status.

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Techniques and procedures for identifying, preserving and storing evidence.

Criminal justice system.

Practices and procedures for record keeping

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, word processing and data base programs.

Business letter writing, practices, procedures.

English usage, spelling, grammar and punctuation.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to:

Receive, store, inventory and dispose of property.

Understand and apply departmental policies and procedures.

Read, learn, interpret and apply policies and procedures related to the custody of property and evidence.

Render accurate court testimony concerning evidential property.

Communicate clearly and concisely, both orally and in writing.

Work independently with minimal supervision.

Establish and maintain extensive written records and prepare written reports.

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

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 that could likely provide the required knowledge and abilities would be 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. Familiarity with a law enforcement or criminal justice environment 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.

EXPERIENCE AND EDUCATION (continued)

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

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical abilities and work environment: 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 weighing up to fifty (50) pounds; climbing of ladders or other mechanical platforms while lifting items weighing up to fifty (50) 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