



CITY OF HAYWARD

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Cover Memo

File #: ACT 20-066, **Version:** 1

DATE: October 29, 2020

TO: Personnel Commission

FROM: Assistant City Manager/Interim Director of Human Resources

SUBJECT

Review the Revised Job Description for Property and Evidence Technician

RECOMMENDATION

That the Personnel Commission reviews and comments on the revised job description for the Property and Evidence Technician classification to ensure that the employment standards are job-related.

SUMMARY

The job description for Property and Evidence Technician has been updated to reflect current duties performed and to include the possession of the International Association for Property and Evidence (IAPE) training certification within the probationary period. The revision was also made to omit any reference to supervision exercised.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Property and Evidence Job Description - Redlined Version
Attachment III	Property and Evidence Job Description - Clean Version
Attachment IV	Police Department Org Chart