



Range: SG-5
FLSA: Non-exempt
Date: November 10, 2014

PROPERTY & EVIDENCE TECHNICIAN

DEFINITION

To perform a variety of tasks related to property and evidence handling; receives and stores evidence and non-evidence; releases evidence and property to appropriate personnel (court, laboratory, owner, etc.) in accordance with state laws and city ordinances; enters evidence information into computer; maintains inventory of property and evidence to preserve chain of custody; and performs related duties as assigned.

SUPERVISION RECEIVED AND/OR EXERCISED

Receives general supervision from the Technical Services Supervisor.

ESSENTIAL FUNCTIONS

1. Receives and stores items of evidence and non-evidence according to established procedures.
2. Ensures that all property and evidence has appropriate documentation and identification.
3. Enters all incoming and outgoing activity relative to property/evidence into the computer database.
4. Maintains inventory of property and evidence, using the computer database; conducts periodic audits and prepares audit reports.
5. Responds to inquiries or requests for property or evidence.
6. Produces copies of audio and video items as requested for evidentiary purposes, administrative investigations and/or Public Records Requests.
7. Maintains chain of custody for property and evidence; prepares chain of custody reports.
8. Ensures security of the property/evidence rooms, allowing entry only to authorized personnel; maintains constant control of all property and evidence therein to secure it from theft, loss and contamination.
9. Monitors status of property and evidence transferred temporarily for testing or analysis, court presentation or other purposes.
10. Delivers evidence to the DPS crime laboratory for testing or analysis.
11. Prepares lists of property for disposal; coordinates disposal of property, including unclaimed property, narcotics, firearms and other items through auction, approved destruction procedures, department use and other appropriate means.
12. Coordinates property release to the public.
13. Sends notification letters to property owners regarding release of property.
14. Enters property and evidence dispositions into the computer database.
15. Maintains all storage facilities in a clean and orderly manner so property and evidence can quickly and efficiently located.

16. Monitors and replenishes all supplies and packaging material as well as personal protection equipment.
17. Trains officers regarding the handling, processing and collection of evidence through manuals and classroom instruction.
18. Assists detectives and officers in the field with crime scene processing and collection of evidence.
19. Assists Police Records Technician with data entry, processing of citations, warnings and/or repair orders and/or compiling case reports for court or Public Records Requests.
20. Performs other related duties and special projects as assigned by the supervisor.

QUALIFICATIONS

Knowledge of:

- Knowledge of the principles and practices of property and evidence processing, storage and chain of custody.
- Knowledge of the Arizona Revised Statutes regarding property and evidence processing, storage and chain of custody.
- Knowledge of the proper methods of storing/disposing of crime related property and evidence.
- Knowledge of standard investigative techniques for the collection and preservation of evidence.
- Knowledge of Police Department policies, procedures and practices.
- Basic knowledge of typing, record keeping and filing.
- Knowledge of computerized criminal justice information systems.
- Federal, state and local regulations regarding criminal justice systems.

Ability to:

- Ability to classify, organize and record data.
- Ability to utilize a variety of reference, descriptive and advisory data and information.
- Ability to provide guidance, assistance and interpretation regarding the application of procedures and standards to specific situations.
- Ability to communicate effectively; includes the ability to speak and write clearly and to interact effectively with police officers, the legal community and members of the public.
- Ability to maintain confidentiality of highly sensitive data.
- Ability to testify in court as to the chain of custody.
- Ability to comply with strict legal requirements and operating procedures and to document compliance.
- Ability to operate a personal computer utilizing word processing, spreadsheet, database, bar coding and other software applications as may be necessary to perform essential job functions.
- Retrieve and verify technical data on computerized systems.
- Use good judgment in performing data entry of technical information and responding to court orders.
- Work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.
- Encourage and facilitate environment for building team efforts and problem solving of work related issues by employees.

- Establish and maintain effective working relationships with department personnel as well as other outside contacts.
- Ability to exert heavy, though not constant, physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of objects and materials weighing up to 50 pounds.
- Ability to operate a motor vehicle to conduct work activities.
- Type a minimum of 35 WPM correctly.

EXPERIENCE AND TRAINING GUIDELINES

Education:

- High School diploma or GED

Training and Experience:

- Property and evidence management, Records management or closely related work.
- One to two years general office/clerical or administrative work experience involving extensive public contact, preferably in a law enforcement environment.
- Experience in using computers or related automated technology and administrative processes.
- Or any combination of education, training and experience that provides the required knowledge, skills and abilities for this position.

Background:

- Ability to successfully complete an extensive background check

License or Certificate

- Possession of, or ability to obtain, a Valid Arizona driver's license
- Possession of, or the ability to obtain, Arizona Criminal Justice Information System (ACJIS) Terminal Operator Certification

WORKING CONDITIONS

Environmental Conditions:

Performance of essential functions may require exposure to adverse environmental conditions such as dust, strong odors, airborne and/or bloodborne pathogens and toxic agents. Office environment; field work with exposure to all types of weather conditions; travel site to site.

Physical Conditions:

Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting and/or standing for prolonged periods of time, climbing, stooping, kneeling and crouching. Lifting moderate to heavy boxes and equipment; general manual dexterity.