



Range: SG-8
FLSA: Non-exempt
Date: November 2024

PROPERTY & EVIDENCE TECHNICIAN

DEFINITION

Under the direction of the Support Services Manager, performs a variety of tasks related to accepting, storing, documenting, releasing, and disposing of property and evidence that has been lawfully seized or impounded by sworn personnel of the Sedona Police Department, is available to assist with crime scene evidence collection, and assist with redaction of documents and media; and performs related duties as assigned. All functions of the position are performed in accordance with local ordinances, state and federal laws, statutes, and regulations, and City and Police Department policies and procedures.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Support Services Manager.

DISTINGUISHING FEATURES *A Property & Evidence Technician works with a variety of hazardous items including weapons, narcotics, drug paraphernalia, poisons, body fluids, flammable and explosive materials, currency, and unsanitary materials.*

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions

1. Receive and store items of evidence and other types of property, according to department policies and procedures, as well as best practices in the property and evidence profession.
2. Ensure that all property and evidence has been appropriately packaged, identified, and documented. Assist officers, as requested, with packaging and documenting of incidents with a large number of items.
3. Document any and all movement, chain of custody information, locations, and status of all property and evidence.
4. Maintain current inventories of property and evidence using the computer-based records/property and evidence management system. Conduct monthly audits and prepare audit and inventory reports.
5. Respond to inquiries or requests for property or evidence.
6. Produce copies of audio and video items as requested for evidentiary purposes, administrative investigations and/or public records requests.
7. Ensure security of property/evidence storage areas, allowing entry only to authorized personnel; maintain constant control of all property and evidence therein to prevent theft, loss, and contamination.
8. Monitor status of property and evidence transferred temporarily for testing, examination, court presentation or other purposes.
9. Deliver, or oversee the delivery of evidence to the DPS crime laboratory for testing or analysis. This includes ensuring that officers follow DPS crime laboratory procedures when submitting

- evidence for examination.
10. Maintain up-to-date records of property eligible for disposal. Coordinate the proper and lawful disposal of all property and evidence, according to Department policies, procedures, relevant laws and regulations, and best professional practices. This includes the release of property and evidence to lawful owners, finders, or next of kin, conversion to Department use, donation to charitable organizations, or release to other specialized organizations for proper disposal or destruction.
 11. Coordinate the proper safe disposal of biohazard waste, pharmaceuticals, and other recyclable or hazardous items.
 12. Enter property and evidence dispositions into the computer property & evidence/records management database.
 13. Conduct monthly audits through the department's property & evidence/records management database of the number of items of property and evidence impounded, released, and purged each day by category, and by storage area. Calculate monthly totals of items received and purged by category and storage area. Generate an annual report summarizing monthly data.
 14. Maintain all storage facilities in a clean and orderly manner, such that the physical location of every item is precisely where the records management database indicates.
 15. Monitor and replenish all necessary supplies and packaging material as well as personal protective equipment.
 16. Utilize packaging manuals, orientations, and one-on-one interaction to train officers regarding the handling, packaging, and submission of property and evidence.
 17. Assist detectives and officers in the field with crime scene processing and collection of evidence.
 18. Assist as backup with data entry, redactions of media for record requests, and other related functions, as needed.
 19. Regularly review and update the property and evidence procedures manual while adhering to current federal, stated, and city statutes, laws, and ordinances, as well as following professional standards and industry best practices.
 20. Maintain current knowledge of best practices in the law enforcement property and evidence profession by attending relevant trainings, and reviewing publications related to law enforcement property and evidence management.
 21. Adhere to all department policies that pertain to the property and evidence section, as well as all property and evidence section procedures.
 22. Perform other related duties and special projects as assigned by the supervisor.

QUALIFICATIONS

Minimum Qualifications Required:

- Knowledge of principles and practices of property and evidence processing, storage and chain of custody.
- Ability to understand and interpret Arizona Revised Statutes regarding property and evidence processing, storage, release, disposition, and chain of custody.
- Knowledge of related processes and equipment used to include evidence preservation and analysis.
- Skill in safeguarding and utilizing proper methods of storing/disposing of crime related property and evidence.
- Standard investigative techniques for the collection and preservation of evidence.
- Ability to follow police department policies, procedures and practices.
- Typing, record keeping and filing.
- Computerized criminal justice information systems.
- Federal, state and local regulations regarding criminal justice systems.

Special Requirements:

- Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and a polygraph exam is required. Must possess a valid Class D Arizona Driver's License by hire date. Candidates given a conditional job offer will be required to successfully complete a psychological evaluation.

Substance Abuse Testing:

- Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or control substance testing as outlined in City and Police Department policies and procedures.

Ability to:

- Classify, organize, and record data.
- Utilize a variety of reference, descriptive and advisory data and information.
- Provide guidance, assistance and interpretation regarding the application of procedures and standards to specific situations.
- Communicate clearly and concisely, and to interact effectively with police officers, the legal community and members of the public.
- Maintain confidentiality of highly sensitive data.
- Learn safety and security methods and practices involved in the handling and storage of firearms, weapons, narcotics, drugs, money, and dangerous devices.
- Testify in court as to the chain of custody and other property and evidence related matters.
- Comply with strict legal requirements and operating procedures and to document compliance.
- 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 complying with legal requirements.
- Encourage, facilitate, and participate effectively in organized team efforts and team decision-making. Assist in cooperative problem-solving and pursuit of continuous quality within the department
- Establish and maintain effective working relationships with department personnel.
- Operate a motor vehicle to conduct work activities.
- Proficiency in Typing and Microsoft Office

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. At a minimum, the following experience and education is required:

Experience:

Experience in an evidence/property room environment is desirable. Certification as a Certified Property and Evidence Specialist by the International Association of Property and Evidence (IAPE) is highly preferred. 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.

Training:

High School diploma or GED.

Licenses or Certificates

Possession of, or ability to obtain, a valid Arizona driver's license within two months of hire.
Possession of, or the ability to obtain, Arizona Criminal Justice Information System (ACJIS) Terminal Operator Certification. Possession of, or ability to obtain within one year of hire, Certification as a Certified Property and Evidence Specialist by the International Association of Property and Evidence (IAPE).

Background:

Ability to successfully complete an extensive background investigation.

WORKING CONDITIONS

Environmental Conditions:

Essential functions will be performed primarily in an office/internal environment but may require exposure to adverse environmental conditions such as dust, strong odors, airborne and/or bloodborne pathogens and toxic agents; and may require field work with exposure to all types of weather conditions, as well as work-related travel.

Physical Conditions:

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