



<b>DATE</b>	May 2007
<b>JOB CODE</b>	
<b>FLSA</b>	NON-EXEMPT
<b>EEO</b>	

JOB TITLE: Property Evidence Technician  
 DEPARTMENT/DIVISION: Police  
 REPORTS TO: Police Sergeant

**SUMMARY:** Responsible for performing technical duties related to receiving, processing, preserving, storing and disposing of evidence and other property submitted to the property/evidence section. Completes Chain of Custody entries and testifies in court. Work is performed with limited supervision.

**ESSENTIAL JOB FUNCTIONS:**

- Receives and processes evidence and other property submitted for holding, which includes: receiving evidence from lockers, overflow area, evidence refrigerator, bike pound, or directly from Officers; reviewing property sheets for accuracy against submitted evidence; photographing evidence submitted; packing property and evidence utilizing established preservation techniques; bar coding sheets and packages for easy access and location; completing chain of custody on property/evidence sheets; and/or, performing other related activities.
- Maintains photographs, which includes: downloading photographs taken of processed evidence and property; saving photographs to computerized system for later retrieval; and/or, performing other related activities.
- Stores all processed evidence and property received utilizing established procedures.
- Prepares evidence for submittal and return to and from the department lab, which includes: completing required lab submittal paperwork; locating and collecting paperwork and evidence being submitted to the lab; completing chain of custody entries for evidence to preserve the integrity of the evidence; copying paperwork and forwarding to appropriate Division; matching evidence with corresponding property sheets and lab analysis reports; relocating evidence to proper storage location; and/or, performing other related activities.
- Maintains the bike pound, which includes: keeping a running inventory of bikes; organizing items to ensure timely disposal of bikes; creating applicable motions for Judge's signature; coordinating the disposal of bikes with applicable internal department; and/or, performing other related activities.
- Disposes of property and evidence, utilizing established guidelines and laws, which includes performing applicable research. Prepares for the destruction of drugs and paraphernalia.
- Processes evidence requests from Officers, Investigators, Attorneys, and/or other interested parties, ensuring compliance with applicable laws and guidelines.
- Releases property to citizens, which includes: validating that property is eligible for release; confirming the identity of parties retrieving property; locating and moving

property for release; updating property sheets showing release of property; and/or, performing other related activities.

- Maintains property and evidence Standard Operating Procedures, logs, forms, databases, and automated computer tracking system. Prepares records and logs of property and evidence activities.
- Appears in court to testify on the handling and chain of custody of evidence processed.
- Performs other duties as assigned.

#### **SUPERVISORY/BUDGET RESPONSIBILITIES:**

- None.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of basic inventory management principles;
- Skilled in providing customer service;
- Skilled in utilizing modern office equipment;
- Skilled in reading and comprehending English;
- Skilled in handling interruptions;
- Skilled in preparing and maintaining records;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

#### **MINIMUM QUALIFICATIONS:**

- High School Diploma or G.E.D.
- One year of customer service or general office experience.

#### **PREFERENCES:**

- None.

#### **WORKING CONDITIONS:**

- Frequent climbing, balancing, reaching, sitting, standing, stooping, kneeling, crouching, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 50 pounds.
- Work is typically performed in both standard office and outdoor environments, with potential exposure to adverse weather conditions.
- Potential exposure to fumes, airborne particles, infectious diseases, and criminal suspects.

**CONDITIONS OF EMPLOYMENT:**

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.