

CITY OF GLADSTONE POSITION DESCRIPTION

Class Title: Property Evidence Technician
Department: Police

Range: 18-GPA
FLSA Status: Non-Exempt
Represented
Date: April 2022

GENERAL STATEMENT

Receives, inventories, controls and disposes of property and evidence seized by Officers; maintains records of all evidence; transports evidence to crime labs; presents evidence to defense attorneys, crime victims, suspects and investigators upon authorization from appropriate authority.

SUPERVISION RECEIVED

Works under the supervision of the Police Lieutenant. May receive work assignments from other Command Staff. Employee is expected to use independent judgment to plan, organize, implement and perform duties with minimal supervision according to established procedures.

SUPERVISION EXERCISED

Supervision is not a responsibility of this classification.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Receives, inventories, stores and maintains custody over property and evidence; responsible for the disposal of all property and evidence when necessary by release to owner, destruction, auction, or conversion to departmental use.

Assists in the collection and packaging of evidence during the execution of search warrants in the processing of crime scenes.

Operates a vehicle to run errands and transfer property and evidence. Follows all safety rules and procedures established for work areas.

Establishes and maintains the department's evidence system, control records and evidence indexes. Provides court testimony on evidence processed.

Makes evidence available for court, and evidence viewing for attorneys, crime victims, suspects and investigating Officers upon authorization and on request.

Maintains accurate and complete records of all transactions made with property and evidence such as release of evidence to an officer of the court; transport evidence to/from crime labs or other law enforcement agencies. Inputs information on computer terminal for records maintenance and retrieval.

Coordinate with the public, district attorney, courts and other law enforcement personnel to ensure proper disposition of all property and evidence; coordinate with necessary personnel to facilitate disposition of such property; prepare property for auction.

PERIPHERAL DUTIES AND RESPONSIBILITIES

Attends local and regional meetings as necessary.

Performs other duties as assigned by the Police Lieutenant or other Command Staff.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

Education and Experience:

Graduation from high school or GED equivalent with course work in general office practices such as typing, data entry, and filing.

Two (2) years of experience working with a law enforcement agency, preferably in the preservation and custody of evidence, property recordkeeping, and inventory maintenance.

Bilingual in English and Spanish is preferred.

Equivalent combination of related education and experience may be considered.

Special Requirements:

Possession of, or the ability to secure possession of, a valid Oregon driver's license.

Possession of, or the ability to secure, LEADS certification within six (6) months of employment.

Must successfully pass a criminal history background check and be able to pass the City's security clearance standards for unescorted access to certain City facilities.

Ability to make oneself available for callback which could include evenings, weekends, and/or holidays.

Knowledge, Skills & Abilities:

- Working knowledge of laws and procedures relating to receiving and storing evidence/property.
- Working knowledge of law enforcement record keeping procedures and requirements.
- Working knowledge of word processing, spreadsheet and database creation and management.
- Working knowledge of general office procedures, including spelling, grammar, punctuation and math.
- Skill in operation of listed tools and equipment.
- Skill in accurately checking data.
- Ability to safely maintain a large inventory of property and evidence.
- Ability to understand, review and compile crime statistics and statistical reports.
- Ability to capture, record and distribute audio and video recordings.
- Ability to reason when dealing with emotional topics and react well under pressure; ability to recognize and deal with political issues and topics.

- Ability to communicate effectively verbally and in writing with supervisors, employees, customers and the general public.
- Ability to establish and maintain positive and cooperative working relationships within the department, the organization, with outside service providers, other governmental partners and the general public.
- Ability to safely operate a City vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation will be made to meet the needs of a qualified individual who can perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk and operate a City vehicle.

The employee must occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Occasionally, these demands may increase if the employee is called to a crime scene.

An employee in this classification will require the ability to remain calm in stressful situations and will be required to don personal protective equipment if warranted.

Occasionally, these demands may increase if the employee is called to a crime scene.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The dedicated evidence and property storage area is indoors and climate controlled and usually has a quiet noise level.

If called to a crime scene conditions may vary to include being outdoors in differing weather conditions, working in cramped or elevated spaces and may require the use of personal protective equipment.

TOOLS AND EQUIPMENT USED

Personal computer including word processing, database, crime analysis programs, evidence tracking software, spreadsheet; email; and, Internet; Intranet; network-connected copy machine with scanning, faxing, and printing features; various communication devices and a City vehicle. On crime scenes the employee may be required to use personal protective equipment and to utilize evidence collection/handling equipment and tools.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Classification History: Approved 10/03/2017. Revised: 7/2019, 4/2022