

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: PROPERTY AND EVIDENCE TECHNICIAN

DEPARTMENT: POLICE

BASIC FUNCTION:

The Property and Evidence Technician performs duties under supervision and in support of receiving, recording, preserving, releasing and/or disposal of property, evidence or supplies within the judicial process and maintains inventory procedures as stipulated by state and federal laws and regulations.

DISTINGUISHING CHARACTERISTICS:

The Property and Evidence Technician performs a full range of property and evidence receiving and inventory duties. Positions are normally filled by advancement from the Police Records Specialist II or those with experience from outside the organization.

Incumbents work independently and work is reviewed upon completion or at scheduled intervals. The position is responsible to handle confidential and sensitive information in performing their duties.

KEY RESPONSIBILITIES:

Sorts, files, copies, assembles and distributes reports and related records, including court packages for filings with the District Attorney, in accordance with established procedures and within time constraints; performs file searches to locate records and pertinent information.

Performs a variety of general clerical tasks, including, typing routine correspondence and standard forms.

Performs fingerprinting of the general public, city employees, and registrants as required; prepares or completes related forms and records; takes photographs for fingerprint records.

Receive, records, classify and store various types of evidence, property and/or supplies; participate in the destruction of property and evidence as directed.

Ensure property inventory of property and evidence in accordance with state and federal laws and regulations.

Preserve appropriate chain of custody including logs and various release information throughout and at the close of judicial proceedings; notify property owners as to the proper disposition of property.

Transport and deliver property and evidence as directed.

Participate and assist in periodic audits of the property and evidence room.

Prepare reports and lists of property and adhere to the property tagging procedures.

Utilize information and technology systems for inventory procedures or other duties.

Attend and participate in in-house or other training to maintain knowledge of related regulations.

QUALIFICATIONS:

Knowledge of:

- Correct English grammar and usage, punctuation, and spelling.
- Computerized word processing and spreadsheet applications on microcomputer systems.
- Police terminology, codes, and classifications related to police records work.
- General database systems and software applications.
- Federal and State laws, regulations, and guidelines governing property and evidence inventories.
- Specialized law enforcement database systems, e.g., Automated Regional Justice Information System (ARJIS); California Law Enforcement Telecommunication System (CLETS); CA Identification/Automated Fingerprint Information System; and National Criminal Information Center (NCIC).
- Organization, procedures, and operations of the Carlsbad Police Department.
- Basic activities of property and evidence program.
- Evidence handling, recording, storage and release procedures.
- Principles and procedures of inventory and tagging of evidence, reporting of inventory and disposition of applicable materials.
- Pertinent Federal, state, and local laws and regulations.

Ability to:

- Apply Federal, State and city laws, codes, regulations and procedures to the management and security of police records.
- Operate a variety of computer systems, word processing and related equipment to create, maintain and process files and records.
- Process information using the specialized database network systems to perform duties.
- Understand and utilize law enforcement technical codes and crime classifications accurately.
- Maintain confidentiality in processing police information.
- Receive the public in person or over the phone utilizing tact and diplomacy in dealing with sometimes hostile clients.
- Understand and carry out oral and written directions.
- Communicate effectively both orally and in writing.
- Learn, apply, and explain rules, policies, and procedures.
- Establish and maintain cooperative working relationships.
- Utilize specialized training in receiving, storing and disposition of property and evidence.
- Work independently and in accordance with specialized training.
- Prepare written reports.
- Interpret routine laws, regulations and codes and explain to members of the public.

EXPERIENCE AND EDUCATION:

Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required knowledge, skills, and abilities would be:

Equivalent to completion of the twelfth grade, including or supplemented by one year of experience comparable to that of a Police Records Specialist I at the City of Carlsbad is desirable.

Twelve months of specialized, hands on, training performing the responsibilities associated with property and evidence inventory.

SPECIAL REQUIREMENTS:

Incumbents at all levels must be able to work a flexible schedule requiring rotating shifts including weekend and holiday assignments, as may be expected in working for a department operating on a 24-hour, 7 day per week schedule.

Possession of a valid California Driver's License.

PHYSICAL STANDARDS:

Positions in this class are typically situated in a standard office environment resulting in little exposure to the weather and requiring no unusual physical requirements. May occasionally drive to meetings or to deliver materials to other locations as necessary; may be exposed to varying weather conditions in the course of these duties

Incumbents require sufficient mobility to stand or sit for long periods of time; operate computers or other office equipment; communicate verbally and in writing to exchange accurate information; lift, push, pull, and/or carry 25 lbs.

DATE APPROVED: June 28, 2016