

CITY OF BREA

PROPERTY AND EVIDENCE TECHNICIAN

DEFINITION

To perform administrative and technical duties associated with the maintenance and control of police property, evidence, and supplies; to protect the integrity of evidence throughout the judicial process; to perform evidence-related procedures; and perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Police Sergeant.

Responsibilities may include functional supervision of clerical and subordinate staff.

EXAMPLES OF ESSENTIAL FUNCTIONS - Essential job functions may include, but are not limited to, the following: *(These functions may not be present in all positions in this classification. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Management reserves the right to add, modify, change or rescind work assignments as needed.)*

Process, itemize, store, and maintain police property and evidence.

Transport evidence for criminalistic examination and court presentation.

Testify in court regarding the handling of evidence.

Keep and maintain an inventory of department supplies.

Notify owners and dispose of evidence when court action has been concluded.

Work with supervisors to develop, maintain, and modify inventory and security procedures of police property, evidence, and miscellaneous supplies.

Periodically dispose of weapons and narcotics; prepare associated reports.

Conduct narcotics presumptive testing.

Photograph victims of rape and child abuse cases; photograph evidence.

Arrange to have film developed by outside vendor.

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Maintain mug camera and mug photographs.

Duplicate or arrange for duplication of audio or audio visual tape recordings.

Assist sworn officers with processing and storage of evidence, property, and items of safe keeping.

Communicate with courts on case status and evidence needed; perform other court liaison functions.

QUALIFICATIONS

Knowledge of:

Police science and the California Penal Code, Welfare and Institutions Code, Health and Safety Code, and Vehicle Code.

Records management techniques.

Evidence processing techniques, and inventory techniques.

Principals and practices of armory control and maintenance.

Ability to:

Effectively account for police property and evidence.

Organize and maintain control systems.

Learn and operate the computer aided property and evidence inventory system.

Work independently in disposing of property according to defined guidelines.

Take photographs and maintain photo records.

Conduct simple narcotic testing procedures.

Communicate effectively both orally and in writing.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities,

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and enable the individual to successfully perform the duties of the position. A typical combination is:

Experience

Three years in a clerical or para-professional position relating to law enforcement or criminal justice.

Education

Completion of high school, or its equivalent supplemented by college courses in criminology or related subjects.

Licenses and Certificates

Possession of a valid California Driver's License issued from the California Department of Motor Vehicles.

Other:

No felony convictions, or misdemeanor convictions involving moral turpitude.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS include, but are not limited to, the following:

Ability to:

Speak, hear, and cooperate with suspects, victims, officers, witnesses, defense attorneys, Deputy District Attorneys, and others regarding items of evidence or property on the telephone and in person.

Provide credible testimony in court and under other circumstances regarding the handling of evidence.

Work and cooperate with members of other police departments, crime labs and other miscellaneous personnel.

Frequently sit, stand, reach, lean, twist, turn, grasp, lift, push, pull, bend, and kneel; sit for prolonged periods of time.

Input data into computer, typewriter, and calculator for prolonged periods of time.

Read reports, contracts, correspondence, memorandums, and other records.

Exposure to:

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Various drugs, syringes, and drug related paraphernalia.

Firearms, ammunition, and lead.

Various body fluids that are frozen and being preserved as evidence.

Fingerprint powder and fingerprint gasses.

Miscellaneous items of evidence, found/lost property, and items of safe keeping.

Hazardous materials and infectious or communicable diseases.

Vibrations and pitch of computer, typewriter, and other office equipment.

Computer glare.

Effective March 16, 1988, new employees shall, as a condition of their continued employment, refrain from smoking tobacco at any time on or off duty. Violation of this condition of employment may subject the employee to disciplinary action.