



POLICE EVIDENCE & PROPERTY TECHNICIAN I/II

DEFINITION

Under general supervision of higher level staff performs specialized duties as it relates to the identification, collection, preservation, and photographing of evidence at crime scenes; performs administrative and technical duties in the acceptance, storage, control and disposal of evidence and property; protects the integrity of evidence throughout the judicial process; ensures compliance with all State and local laws regarding the storage and disposition of property and evidence; and performs other related duties as assigned.

CLASS CHARACTERISTICS

Police Evidence and Property Technician I: This is the entry-level class in the Police Evidence and Property Technician series. This class is distinguished from the Police Evidence and Property Technician II by the performance of more routine and standardized tasks and duties assigned to the position while gaining knowledge and abilities. As experience is gained, assignments become more varied and are performed with greater independence. This class is alternately staffed with Police Evidence and Property Technician II and incumbents may advance to the higher level upon meeting the promotional requirements established for this position.

Police Evidence and Property Technician II: This is the journey-level class in the Police Evidence and Property Technician series. This class is distinguished from the Police Evidence and Property Technician I by the performance of the full range and more complex duties and possession of required certifications. This class requires only general direction or assistance as new or unusual situations arise and employee is fully aware of the operating procedures and policies of the work unit. This class is flexibly staffed and normally filled by promotion from the Police Evidence and Property Technician I level, or when filled from the outside, requires satisfactory demonstration of ability to meet the requirements established for promotion to the position.

EXAMPLES OF DUTIES – duties may include, but are not limited to the following:

- Processes crime scenes, including identifying, photographing and videotaping, collecting, preserving and interpreting physical evidence, including fingerprints; and completes written reports and diagrams.
- Prepares evidence for submittal to outside agencies or labs for analysis, including packing, securing and preserving evidence items, and preparing and submitting required forms.
- Receives, identifies, classifies, records, verifies proper packaging, and stores property and evidence, including establishing and maintaining chain of custody records, ensuring appropriate methods of storage, and coordinating the organization and security of the property and evidence storage areas.
- Releases and purges property and evidence following appropriate federal, state and local laws and regulations, including ensuring timely and accurate owner notifications, and releasing evidence

and property to rightful owners and other authorized persons in compliance with applicable laws, policies and procedures.

- Provides training and technical assistance to assigned personnel in crime scene processing, photography, evidence recognition, evidence collection and preservation.
- Assists in the development and updating of policies and procedures regarding evidence collection and property and evidence handling, storage, and organization, in accordance with legislative changes, industry standards, and best practices.
- Orders and maintains supplies for property and evidence storage processes, and for evidence collection, preparation and packaging; assembles and maintains evidence collection kits.
- Assists in preparing evidence for court; appears and testifies in court as required.
- Compiles information and prepares statistical reports; prepares various forms, memos, letters and reports.
- Performs other related duties as assigned.

REQUIREMENTS

Knowledge of: Methods, procedures, and equipment utilized for crime scene evidence collection and preservation; principles and practices of evidence collection and preservation; procedures for receiving, processing and storing physical evidence; applicable Federal, State, and local codes, regulations, and department policies; methods, procedures and regulations related to proper collection, handling, storage and disposal of blood borne pathogens and other biohazards; criminal justice system and police department operations; modern office methods, practices, procedures, and equipment including computer hardware and software necessary for work functions, including word processing, spreadsheet, and database applications; English usage, grammar, spelling, vocabulary, and punctuation; principles of record keeping; principles and practices of effective customer service; techniques for working effectively with those contacted in the course of work, including both orally and in writing.

Ability to: Process a crime scene, including photography, videotaping, evidence recognition, collection, and preservation; understand and follow handling, processing, storage and disposal procedures for evidence and property; read, interpret, apply, and explain rules, policies, codes and procedures; maintain accurate records and logs; make accurate arithmetic and statistical calculations; organize, research, and maintain technical and administrative files; prepare clear, concise and accurate reports, correspondence and other written materials; provide credible testimony in court, including presenting in a clear and easily understood manner; operate computer systems and applications in relation to work functions; train others in techniques and practices of crime scene, and applicable property and evidence activities; develop and implement applicable policies and procedures; provide customer service to a variety of agencies and the public, often during sensitive and/or emergency situations; maintain confidentiality; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work.

OTHER REQUIREMENTS

- Possess a valid California Driver's License.
- Must complete the POST Evidence & Property Function Management Course within three (3) years of employment
- Must be willing to handle dangerous substances, including materials stained with blood or other human body fluids.
- Must be available to work nights, weekends and holidays as required.
- Must be willing and available to respond to crime scenes and other emergency call outs.
- Must be able to remain calm in emergency situations.

Police Evidence and Property Technician II (in addition to the above):

- Possession of a certificate of completion for the POST Evidence & Property Function Management Course.

PHYSICAL REQUIREMENTS

Work is generally performed in both a general office and field environment. Must be able to perform the physical aspects of the job, including sitting and standing for extended periods of time; operate standard office equipment, including a computer; hearing and speech to communicate in person and over the telephone; stooping, bending, kneeling, crouching, reaching and twisting; lifting, pushing, pulling; lifting or carrying up to 50 pounds; traversing rough/uneven terrain; operating a motor vehicle; interact with a diverse range of people, which may sometimes include emergency or stressful situations; working outside in all weather conditions; working around and coming in contact with dust, pollen, hazardous materials, and strong odors.

DESIRABLE TRAINING AND EXPERIENCE

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

Police Evidence and Property Technician I and II: Equivalent to an Associate's degree from an accredited college with major coursework in forensic evidence, police science, administration of justice, or a related field.

Police Evidence and Property Technician I: At least one (1) year progressively responsible experience in physical property storage or inventory operations, including receiving, issuing and storing materials, inventory/supply administration, storage and/or related records management. Prior experience in a law enforcement agency is desirable.

Police Evidence and Property Technician II: Satisfactory demonstration of at least three (3) years experience independently performing the duties of the Police Evidence and Property Technician I; possession of a certificate of completion for the POST Evidence & Property Function Management Course; and the ability to perform the specific tasks established for promotion to the position.