REVISED: JANUARY 2006 REVIEWED: SEPT 2012 JOB CODE: POLICE04

UNIT: OCEA

EVIDENCE AND PROPERTY TECHNICIAN II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <u>not</u> intended to reflect all duties performed within the job.

DEFINITION

To operate a police storage facility containing highly confidential records, evidence, firearms, cash, narcotics, property, etc.; to maintain the integrity and chain of custody of this evidence from the crime scene to its final disposition; and to perform other duties related to control, handling and testing of evidence and property.

CLASS CHARACTERISTICS

This is the full journey-level class within the Evidence and Property Technician series. Employees within this class are distinguished from the Evidence and Property Technician I by the performance of the full range of duties as assigned, including performing presumptive testing on evidence. Employees at this level are required to possess a certificate to perform presumptive testing on evidence and property. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, have prior experience. Advancement is not based on time in grade but solely at the discretion of the department director and the organizational needs of the department.

EXAMPLES OF DUTIES - Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Receives, identifies, preserves, classifies, tags and logs narcotics and other evidence and property; performs presumptive testing of narcotics evidence and completes related reports; pulls and processes evidence for special testing for hearings, trials or subpoenas; testifies in court regarding narcotics presumptive tests; records dispositions of evidence and property; enters and retrieves data by barcode using a computer terminal; calculates weights, volumes and amounts of property, evidence and cash; participates in all office procedures; maintains inventory and orders supplies as needed; and performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Court orders and dispositions regarding release of records;
- Rules of Evidence as found in California Evidence Code;
- Narcotics testing methods, procedures, records, reports and chemicals;
- Court procedures and rules of testimony; and
- Methods of presumptive testing.

Ability to:

- Interact effectively with all levels of staff, court officers, attorneys, laboratory personnel, other agency representatives, citizens, suspects and victims;
- Perform presumptive testing techniques;
- Recognize dangerous and/or new drugs and react/prepare appropriately;
- Learn and interpret related state and federal codes and court orders;
- Write clear, accurate and complete reports;
- Speak clearly using proper grammar and syntax;
- Read and comprehend technical and legal documents/books;
- Be available for on-call work for nights and weekends;
- Pass a background investigation including polygraph and psychological exam, and a medical exam which may include drug screening;
- Establish and maintain effective working relationships with those contacted in the course of work:
- Maintain mental capacity which allows for effective interaction and communication with others; and
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines

Experience: Two years of experience receiving, securing, storing and releasing property and evidence in the property room of a law enforcement agency.

<u>Training</u>: Equivalent to the completion of the twelfth grade supplemented by training in evidence and property control or a related field.

<u>License or Certificate</u>: Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions: Office and warehouse environment; exposure to potentially hazardous chemicals.

<u>Physical Conditions</u>: Essential and marginal functions may require maintaining physical condition necessary for standing or sitting for prolonged periods of time; the ability to distinguish color; heavy lifting; bending, stooping, kneeling, crawling.