CITY OF OCEANSIDE

REVISED: MAY 2010
REVIEWED: SEPT 2012
JOB CODE: POLICE01
UNIT: OCEA

EVIDENCE AND PROPERTY TECHNICIAN I

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

DEFINITION

To maintain police property inventory issued to officers and acquire required office supplies; to support the functions of the evidence and supply unit of the Police Department; and to perform duties involving receiving, inventory and packaging of property and evidence.

CLASS CHARACTERISTICS

This is the entry-level class in the Evidence and Property Technician series. This class is distinguished from the Evidence and Property Technician II by the performance of the more routine tasks and duties assigned to positions within the series, including answering phones and responding to public and departmental inquiries. Employees in this series are not required to possess a certificate for presumptive testing. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

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; releases and issues property and evidence to employees, victims or suspects according to guidelines, court orders and established department policies; determines or receives unit-division supply needs and orders same to ensure a timely delivery to the requesting unit; disposes of evidence no longer required to be kept as per unit policy or court order; records dispositions of evidence and property into a computer terminal using appropriate barcodes; answers phones and responds to inquiries from department personnel and the public; participates in all office procedures; and performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Conservation, recordkeeping and disposition procedures and techniques necessary to maintain accurate chain of evidence;
- Safe and efficient handling of hazardous evidence and materials;
- Rules of Evidence as found in California Evidence Code; and

- Local vendors, special supply vendors and inventory control procedures.

Ability to:

- Interact effectively with all levels of staff, attorneys, laboratory personnel, citizens, suspects and victims;
- Learn to recognize dangerous and/or new drugs and react/prepare appropriately;
- Accurately enter and retrieve data utilizing a computer terminal;
- Learn and apply related state and federal codes;
- 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;
- Communicate clearly and concisely, both orally and in writing;
- Understand and follow oral and written instructions;
- Respond to requests and inquiries from the general public;
- 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: Six months of experience receiving, securing, storing and releasing property and evidence in the property room of a law enforcement agency highly desirable.

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

License or Certificate: 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.

Physical Conditions: 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.