CITY OF OCEANSIDE

CREATED: JAN 2006
JOB CODE: 2043CE
UNIT: OCEA

CLASS SPECIFICATION

SENIOR EVIDENCE AND PROPERTY TECHNICIAN

*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 lead, oversee and participate in the more complex and difficult work of staff responsible for maintaining highly confidential records, evidence, firearms, cash, narcotics, property and a variety of other police items; to maintain the integrity and chain of custody of this evidence from the crime scene to its final disposition; and to perform a variety of technical tasks relative to assigned areas of responsibility.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the Evidence and Property Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including assuring security of confiscated property and evidence and determining when to dispose of that evidence. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and may provide lead direction to lower level evidence and property technicians.

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.*

Leads, plans, trains and reviews the work of staff responsible for receiving, identifying, preserving, classifying, tagging and logging narcotics and other evidence and property; maintains accurate chain of custody records; trains assigned employees in their areas of work in evidence and property control methods, techniques and in the set up and use of equipment; supervises the use of evidence testing equipment; verifies the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specification; ensures the adherence to safe work practices and procedures; determines when to dispose of property and evidence; assures security of narcotics, cash and other evidence and property; transports evidence to labs for special testing and to storage, and/or to court hearings for hearings/trials; testifies in court regarding narcotics presumptive tests; obtains court order for and performs narcotics destruction by burning; enters and retrieves data using a computer terminal; plans, directs and participates in calculating weights, volumes and amounts of property, evidence and cash; reviews cases for final disposition and proper distribution of evidence and property; oversees and participates in all office procedures and resolves problems; conducts training for

new personnel; maintains inventory and control of prisoner property; and performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- Advanced conservation, recordkeeping and disposition procedures and techniques necessary to maintain accurate chain of evidence;
- Rules of Evidence as found in California Evidence Code;
- Advanced narcotics testing methods, procedures, records, reports and chemicals;
- Court procedures and rules of testimony;
- Principles of lead supervision and training; and
- Occupational hazards and standard safety practices.

Ability to:

- Lead, organize and review the work of staff in the area of work assigned;
- Interact effectively with all levels of staff, court officers, attorneys, laboratory personnel, other agency representatives, citizens, suspects and victims;
- Recognize dangerous and/or new drugs and react/prepare appropriately;
- Organize and prioritize work effectively;
- Independently perform the most difficult evidence and property maintenance duties;
- 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 the capability of making sound decisions and demonstrating intellectual capabilities; and
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Qualifications

Experience: Three years of experience receiving, securing, storing and releasing property and evidence in the property room of a law enforcement agency or one year of public contact experience with primary responsibility for enforcing codes and ordinances, providing law enforcement assistance and information to the public or receiving and issuing inventory items.

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

Special Licenses and Certificates: 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.