

PROPERTY & EVIDENCE TECHNICIAN

SUMMARY/PURPOSE

To ensure proper inventory, custody, security, storage and disposition of police evidence with only occasional instruction or assistance.

DISTINGUISHING FEATURES OF THE CLASS

Employees in this job classification receive only occasional instruction or assistance as situations arise. Work is normally reviewed only on completion and for overall results.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Maintain all evidence and property with a proper chain of custody.
2. Ensure all proper transportation and shipping of evidence and property.
3. Record all currency, deposit appropriate funds with the City Treasurer, and record with the City Auditor.
4. Assist with audits and conduct an annual inventory of all evidence and property.
5. Disposal and final disposition of evidence and property.
6. Train all personnel in the use of the evidence management system as well as proper evidence packaging, storage, and other evidence systems and procedures.
7. Maintain and manage the auction of property and or evidence in accordance with state law, City ordinance, and department policy.
8. Monitor and replenish as necessary all property control supplies, packaging materials and biohazard personal protection equipment.
9. Maintain all property storage facilities in a clean, orderly and efficient manner.
10. Prepare computer entries to document investigative efforts.
11. Assist other team members within the unit and department with crime scene investigation duties.
12. Maintain up-to-date knowledge of local, state and federal laws relating to property/evidence handling, storage and disposal.
13. Prepare and deliver evidence for court to include copying of all audio and visual evidence.
14. Collect, record, and coordinate disposal of medications from disposal boxes.
15. Maintain Bureau of Criminal Apprehension (BCA) submittal letters and related reports.
16. Assist on search warrants as required.
17. Maintain a record, assign, and distribute cleared narcotics for K9 training.
18. Prepare all reports related to property and evidence as needed.
19. Provide system support for evidence collection programs.
20. Assist in monitoring and maintaining the best practices on property and evidence handling to include assistance in keeping the Property and Evidence Manual up to date with best practices and IAPE standards.
21. Perform related duties as assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements

A. One (1) year verifiable experience working in a police department with responsibility for the preservation and custody of evidence, property record keeping, and inventory maintenance;
OR

B. Two (2) year degree in law enforcement, criminal justice or closely related field.

A.C. OR

B.D. Two (2) years of verifiable warehouse experience to include shipping, receiving, inventory and audits.

C.E. Completion of evidence and property management course work preferred.

2. License Requirements

- A. Possession of a valid Minnesota driver's license.
- B. Property and Evidence Specialist certification through IAPE preferred.
- C. Acquire Portal/NCIC certification if needed.

3. Knowledge Requirements

- A. Knowledge of computerized inventory systems.
- B. Knowledge of proper methods and procedures for receiving and storing evidence and property.
- C. Knowledge of the proper handling of weapons and biohazard materials.
- D. Knowledge of law enforcement record keeping procedures and requirements as related to evidence and property management.

4. Skill Requirements

- A. Skill in effective communication, both orally and in writing.
- B. Skill in the use of office equipment, including computers, fax, copier, etc.
- C. Skill in interpreting and applying federal, state, and local policies, procedures, laws, and regulations.
- D. Skill in utilizing discretion in the handling and disclosure of confidential information.
- E. Skill in organizing and setting priorities for a variety of projects and tasks in an effective and efficient manner to ensure meeting of deadlines.

5. Ability Requirements

- A. Ability to develop and maintain effective working relationships with the public, other agencies, and co-workers.
- B. Ability to use initiative and independent judgment within established policies and procedural guidelines and exercise discretion in the absence of specific instructions.
- C. Ability to adapt to changing technologies and learn functionality of new equipment and systems.
- D. Ability to maintain confidentiality.
- E. Ability to read and comprehend instructions, correspondence and memos.
- F. Ability to coordinate and maintain a large inventory of evidence.
- G. Ability to prepare routine reports and correspondence.
- H. Ability to show keen attention to detail in all aspects of the job.
- I. Ability to use and demonstrate accounting and technology skills.
- J. Ability to work with computer systems related to the management of evidence.
- J-K. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.

6. Physical Requirements

- A. Ability to walk, stand, stoop, stretch, reach overhead and under confined spaces to retrieve evidence and property.
- B. Ability to lift and carry a variety of items weighing up to 50 pounds, including supplies, equipment and packaged evidence that can include large and bulky items.
- C. Ability to lift and carry with others items weighing up to 100 pounds.
- D. Ability to climb ladders.
- E. Ability to operate a computer keyboard.
- F. Ability to work overtime on occasion.
- G. Exposure to hazardous waste, chemicals, narcotics, dangerous drugs and blood borne pathogens are likely.
- H. Ability to talk and hear to exchange information.

I. Ability to work indoors and outside in varying environmental conditions.

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