

## **PROPERTY & EVIDENCE TECHNICIAN - SEXUAL ASSAULT KIT INITIATIVE (SAKI)**

### **SUMMARY/PURPOSE**

To ensure proper inventory, custody, security, storage, and disposition of Sexual Assault Kits (SAKs) and related Criminal Sexual Conduct (CSC) evidence including, but not limited to, toxicology kits and victim's personal property, in the Property and Evidence Unit at the Duluth Police Department. This position will work under the direct supervision of the Property & Evidence Specialist.

### **DISTINGUISHING FEATURES OF THE CLASS**

This is a grant-funded position, the duration of this assignment will be re-evaluated every three years.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)**

1. Maintain all Sexual Assault Kits (SAKs) and related Criminal Sexual Conduct (CSC) evidence with a proper chain of custody.
2. Enter SAKs inventory levels and related evidence into the evidence management system.
3. Set up notifications and reminders in the evidence management system for Sexual Crimes Abuse and Neglect (SCAN) Unit investigator and SAKI team to ensure evidence is processed in a timely manner.
4. Ensure proper packing, transportation, and shipping of SAKs and related CSC evidence to appropriate laboratories.
5. Perform disposal and final disposition of SAKs and CSC evidence and property.
6. Assist with audits and conduct an annual inventory of SAKs and related evidence.
7. Prepare monthly reports for the SAKI Site Coordinator.
8. Attend department meetings as required.
9. Assist in the development of policy and protocol on proper SAK maintenance, tracking, submittal, and disposal.
10. Serve as the designated liaison to the Minnesota Bureau of Criminal Apprehension for the SAKI MDT.
11. Attend Sexual Assault Nurse Examiner (SANE) monthly team meetings as needed.
12. Monitor and replenish all property control supplies, packaging materials, and biohazard personal protection equipment.
13. Maintain all property storage facilities in a clean, orderly, and efficient manner.
14. Assist other team members within the unit and department with crime scene investigation duties.
15. Knowledge of current local, state, and federal laws relating to property and evidence handling, storage, and disposal.
16. Prepare and deliver evidence for court to include copying of all audio and visual evidence.
17. Collect, record, and coordinate disposal of medications from disposal boxes.
18. Maintain Bureau of Criminal Apprehension (BCA) submittal letters and related reports.
19. Assist on search warrants as required.
20. Prepare all reports related to property and evidence as needed.

### **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 of 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-year degree in law enforcement, criminal justice, or closely related field; OR
  - C. Two (2) years of verifiable warehouse experience to include shipping, receiving, inventory, and audits.
  - D. 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.
  - 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 Ability 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.

HR: LD	Union: Basic	EEOC:	CSB: 12/06/2016	Class No:
WC:	Pay: 24	EEOF:	CC:	Resolution: