



**City of Klamath Falls**

**Position Description**

Position: Police Property/Evidence Technician	Group: Teamsters
Department/Div.: Police Department	FLSA: Non-Exempt

**Summary**

Under regular supervision, responsible for the receipt, control, and disposition of police evidence and property seized, found, recovered or removed from prisoners. These tasks are illustrative only and may include other related duties. This is a non-supervisory position.

**Distinguishing Career Features**

The Police Property/Evidence Technician is a technical position. Distinguishing career features of this position include maintenance of all aspects of police property and evidence in accordance with Police Department’s policies/procedures, and State and Federal Laws. May testify in court as to the chain of custody of evidence.

**Essential Duties and Responsibilities**

- Receives, tags and releases items of evidence according to Police Department policies/procedures and State and Federal laws. Provides security for evidence chain inside and outside evidence room; monitors custody of evidence. Prepares record of articles and valuables received; including description of article, name of owner (if known), name of police officer from whom received and reason for retention.
- Maintains systems and records for proper evaluation, control and documentation of property and evidence. Makes appropriate computer entries, updating and retrieving information as needed.
- Issues property being retained as evidence to officer at time of trial upon receipt of authorization. May transport property and evidence to courts and to crime labs. Testifies in court as to the chain of custody of evidence.
- Maintains and orders all property and evidence supplies; including test kits, latent print supplies, evidence bags, etc.
- Notifies owners to claim property, releases seized or recovered property, and returns property to released prisoners.
- Responds to phone and in person inquiries from citizens and other agencies regarding the potential release of evidence/property.

- Prepares a list of articles required by law to be destroyed and destroys narcotics and drugs (upon authorization) in presence of official witnesses. Disposes of alcoholic beverages as required.
- Lists and sends unclaimed or confiscated money to Finance Department for appropriate receipt.
- Sends unclaimed, forfeited and illegal weapons for official destruction.
- Prepares inventory of unclaimed articles for disposition through destruction, sale at auction or donation to charitable organization.
- Attends autopsies, collect evidence, take photographs and fingerprint deceased persons when necessary.
- Assists the Detective and Patrol Divisions with the identification, collection and preservation of evidence at search warrants and crime scenes.
- Assists Detectives/Patrol Officers with submitting evidence to the OSP Crime Lab.
- Act as the department liaison with the OSP Crime Lab.
- Operates a terminal on the computerized records system, operates other criminal data information systems as needed; such as OJIN.
- Receives requests from officers for information; follows up with appropriate information and relays back.
- Other duties as assigned.
- Delivers excellent customer service to diverse audiences.
- Maintains effective work relationships.
- Adheres to all City and Department policies.
- Arrives to work, meetings, and other work-related functions on time and maintains regular job attendance.
- Performs other duties as assigned that support the overall objective of the position.

### **Qualifications**

- **Knowledge and Skills**

Requires skill in communicating effectively in writing and verbally in situations which may be stressful. Requires strong interpersonal skills and be able to demonstrate respect for diversity. Requires skill in cooperation, collaboration and conflict resolution. Requires reading and comprehension skills: such as policies, procedures and instructions.

- **Abilities**

Ability to collect, process, and evaluate complex material and information. Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form. Ability to resolve situations by making appropriate decisions in highly stressful situation. Must possess the emotional stability and interpersonal abilities to interact positively with people and to function effectively in stressful situations. Ability to learn to use specific computer software and hardware necessary to perform the essential functions of the position in a timely manner. Ability to add, subtract, multiply and divide. Ability to prioritize work, perform multiple tasks, coordinate with other law enforcement agencies, service agencies, and departments and cope with competing and changing priorities. Ability to be flexible, adaptable and creative. Ability to speak effectively in public. Ability to maintain confidentiality of information and protocols.

- **Physical Abilities**

The physical demands described here (including lifting, mobility, movement, manual dexterity) are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. In the performance of job duties, the employee is frequently required to sit, speak, and listen. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb, including stairs and ladders; balance; stoop, kneel, crouch, bend, reach, or crawl; smell. Up to 50 pounds: lift and carry objects; drag and pull objects; push/pull heavy objects. Manual dexterity and coordination are required during a majority of the work period. Dexterity is used while operating equipment such as cameras, calculators, vehicles, computers, laptops, and equipment required for this position. Specific vision abilities required by this job include close vision and color vision.

- **Tools and Equipment Used**

In the performance of job duties, the employee may use the following tools and/or equipment: telephone; cellular telephone; mobile data terminal; personal computer; copy and fax machines; first aid equipment; and, other equipment.

- **Education and Experience**

High school diploma or GED certification required. Communications or records management and maintenance experience; knowledge of or ability to learn, law enforcement practices, methods and techniques for storing and recording criminal evidence and personal property. Combination of education and experience may be considered.

- **Licenses and Certificates**

Requires a valid Oregon driver's license and driving record that meets the standards set by the City of Klamath Falls. Law Enforcement Data System (LEDS) certified or able to obtain certification within 90 days.

- **Working Conditions**

The work environment and working conditions described here are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job. The employee will frequently work in a temperature controlled, well-lighted office environment. Due to the nature of police work, will at times become stressful. The noise level in the work environment is usually quiet to moderate. Work environment may include outside crime scene processing.

- **Pre-Employment**

Job offers for this position are contingent on the individual successfully passing a pre-employment drug screen and fit-for-duty medical exam, to include a hearing test. The applicant must successfully pass a comprehensive background investigation, including a criminal history check and obtain an Oregon State Police Criminal Justices Information Systems clearance.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.