



respect - Communication - Integrity - Teamwork - family

POLICE PROPERTY/EVIDENCE TECHNICIAN

DEPARTMENT/DIVISION: Police

GRADE: N/A

GROUP: Teamsters

FLSA STATUS: Non Exempt

EFFECTIVE DATE: July 1, 2011

SUMMARY

Responsible for the receipt, control, and disposition of police evidence and property seized, found, recovered or removed from prisoners.

EXAMPLES OF DUTIES

Duties may include the following. Other duties may be assigned.

Property/Evidence:

Receives, tags and releases items of evidence according to 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.

Telephones owners or mails letters to notify 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.

Attend autopsies; collect evidence, take photographs and fingerprint deceased persons when necessary.

Assist the Detective and Patrol Divisions with the identification, collection and preservation of evidence at search warrants and crime scenes.

Assist 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 special or specific information; follows up with appropriate information and relays same back to the officer.

SUPERVISORY RESPONSIBILITIES

This is a non-supervisory position.

QUALIFICATION 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, skill and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education and/or Experience:

High school education or GED equivalent and communications or records management experience; or equivalent combination of education and experience.

Knowledge of or ability to learn law enforcement practices, methods and techniques for storing and recording criminal evidence and personal property.

Knowledge of records management and maintenance techniques and practices.

Language skills:

Ability to read and interpret documents in the English language; such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write (in English) routine reports and correspondence.

Mathematical Skills:

Ability to add, subtract, multiply and divide.

Reasoning Ability:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagram form.

Required Skills and Abilities:

Must possess sufficient keyboarding and computer skills to accomplish the work in the prescribed time frame and to keep the work current.

Must be able to meet all LEDS (Law Enforcement Data System) standards and requirements.

Must possess the emotional stability and interpersonal abilities to interact positively with people and to function effectively in stressful situations.

The ability to exercise discretion and judgment and to maintain confidentiality is imperative.

PRE-EMPLOYMENT

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

PHYSICAL DEMANDS

The physical demands described here 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 qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to sit, use hands to finger, handle or feel objects, tools or controls and reach with hands and arms. The employee is occasionally required to stand, walk, climb, balance, stoop, kneel, crouch, crawl and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and color vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Work is performed in a temperature controlled well-lighted office environment. The 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.

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.

