

GRADE: 6 NE

TITLE: PROPERTY & EVIDENCE TECHNICIAN
BUREAU: AUXILIARY SERVICES
DIVISION: PROPERTY/CUSTODY DIVISION

REPORTS TO: MANAGER, PROPERTY/CUSTODY DIVISION
SUPERVISES: NONE

POSITION SUMMARY: Performs duties in the daily operations of the Property/Custody Division of the SLMPD. Receives and logs evidence and/or property into database, maintaining the physical security of the Property and Evidence room. Ensuring adequate supplies and equipment, answering, screening, and routing calls, responding to general inquiries and requests for release of personal property; preparing evidence for transportation; locating and overseeing the observation and transferring of evidence by investigators, prosecutors, etc. to ensure chain of custody and integrity of all items is maintained.

FUNCTIONS OF THE JOB

Essential Functions

- 1) Prepares and maintains accurate records and files of property and evidence materials
- 2) Transports evidence to and from the Department's laboratory, including drugs and firearms.
- 3) Receives, stores and ensures proper disposition of evidence and property
- 4) Records all transactions on all property and maintains and accounts for chain of custody.
- 5) Notifies citizens when property is to be released.
- 6) Destroys drugs and firearms as directed by court order and disposes of unwanted property
- 7) Conducts inventory of property and evidence annually.
- 8) Transports property and evidence from district stations to Property/Custody Division.
- 9) Categorizes, labels, and prepares unclaimed property for auction
- 10) Provides assistance to citizens and officers in search of property in custody of Police for final disposition
- 11) Drafts memorandums to be used for legal opinions on property and evidence procedures for review by the Manager
- 12) Testifies in court proceedings relation to accountability of and chain of custody of evidence

Marginal Functions

None Identified.

Physical/Visual Activities or Demands: Physical/visual activities or demands that are commonly associated with the performance of the functions of this job.

- 1) Standing, walking, sitting, reaching, pushing, grasping, feeling, talking, hearing.
- 2) Clarity of vision at 20 inches or less and 20 feet or more with peripheral vision and the ability to bring objects into sharp focus, while reading from a computer terminal.
- 3) Average work – exert up to 75 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or a negligible amount of force occasionally.

Environmental/Atmospheric Conditions: Environmental and atmospheric conditions commonly associated with the performance of this job.

Somewhat undesirable working conditions. Could be exposed to odor, noise, dust, heat, cold, chemicals and other elements with no element continuously

present to the extent of being disagreeable. Exposure to warehouse type conditions.

POSITION QUALIFICATION REQUIREMENTS

Education:

High school diploma and formal training, special courses equal to two year of college or specialized advanced training in law enforcement, police or forensic science or a closely related field

Experience:

Over one year up to and including three years of experience in property and evidence control, warehouse, records management, inventory control or law enforcement.

Skills and Abilities: Skills and abilities that may be representative but not inclusive of those commonly associated with this position.

- 1) Ability to work all shifts, including nights, weekends and holidays
- 2) Ability to apply common sense understanding to carry out instructions furnished in oral, written or diagram form.
- 3) Ability to deal with problems involving several concrete variables in standard situations.
- 4) Ability to deal with the general public relative to police procedures.
- 5) Ability to process, research and enter data into I Leads and property & evidence software programs

Machines, Tools, Equipment and Work Aids: Machines, tools, equipment and work aids which may be representative but not all inclusive of those commonly associated with this job.

Computer, telephone, two-wheeled carts, hydraulic pick up truck lift gate, hand held power tools.

License(s)/Certifications: Valid Missouri Driver License

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal law.

"Common associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

Original Evaluation	Revised By	Revised By	Revised By
MG: 2/10			