



JOB SPECIFICATION MEMORANDUM

TO: All agencies citywide
Holders of Job Specification Books

FROM: Alena Martinez

DATE: April 29, 2008

SUBJECT: New and/or revised Job Specifications

Attached are revised and/or new job specifications. These should be placed in your job specification book.

Old job specifications listed in the column "Job Specifications to be Removed" should be removed from your book and destroyed.

Agencies that hold only selected job specifications may discard those that are not classes within their agency.

New and Revised Job Specifications

Property and Evidence Technician
Rev. 04/27/2008

Job Specifications to be Removed

Property and Evidence Technician
Est. 09/16/1995



Career Service Authority

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Property and Evidence Technician

GENERAL STATEMENT OF CLASS DUTIES

Receives and identifies evidence/property, inventories, packages, tags, and stores property, maintaining proper "chain of custody" and safe working environment.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from Vehicle Impound Investigator (VII), which monitors and enforces compliance with municipal ordinances, rules, and regulations pertaining to abandoned vehicles. This class is distinguished from Vehicle Boot Investigator (VBI), which enforces payment of parking fines, fees or penalties through locating and identifying delinquent offenders and citation and the attachment of boot devices to prevent vehicle motion. This class is also distinguished from Vehicle Control Agent (VCA), which enforces compliance with parking and speeding regulations through the issuance of citations for violations of the revised municipal code, and rules and regulation governing parking and speeding.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented and some degree of discretion and judgement are required within the parameters of the job function.

Level of Supervision Exercised:

None

ESSENTIAL DUTIES

Verifies each item by description and/or serial number to ensure invoice accuracy and appropriate identification in accordance with the rules of evidence.

Checks firearms to ensure they are unloaded and then secures to ensure safety, and determines packaging methods for each item of property to ensure preservation of the contents and compliance with legal requirements.

Enters and deletes property information into the automated Property Section Inventory System and clears suspected stolen items and all firearms through the NCIC and CCIC systems.

Tags and secures each item and places in the proper property room and shelf, according to storage category and preservation requirements.

Retrieves evidence from the property room for attorneys, laboratory personnel, police officers, and other authorized personnel.

Provides the public with general and/or explanatory information, answers questions, and resolves problems.

Composes correspondence to respond to written inquiries from the public and police personnel.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Integrity/Honesty - Displays high standards of ethical conduct and understand the impact of violating these standards on organization, self, and others; chooses an ethical course of action; is trustworthy.

Customer Service - Works and communicates with clients and customers to satisfy their expectation. Committed to quality services.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.

Conscientiousness - Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.

Flexibility - Adapts quickly to changes.

Reading - Learns from written material by determining the main idea or essential message. Recognizes correct English grammar, punctuation, and spelling.

Self-Management - Sets well defined and realistic personal goals; monitors progress and is motivated to achieve; manages own time and deals with stress effectively.

Listening - Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Speaking - Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations; uses body language appropriately.

Writing - Uses correct English grammar, punctuation, and spelling communicate thoughts, ideas, information, and messages in writing.

Memory - Recalls information that has been presented previously.

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Organizational Awareness - Knows how social, political, organizational, and technological systems work and operates effectively within them. This includes the policies/procedures/rules/regulations of the work unit.

Manages/Organizes Information - identifies a need; gathers, organizes, and maintains information; determines its importance and accuracy, and communicates it by a variety of methods. *This includes property/evidence.*

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions or solve a problem.

Perceptual Speed - Sees detail in words, numbers, pictures, and graphs quickly and accurately.

Mental Visualization - Sees things in the mind by mentally organizing and processing symbols, pictures, graphs, objects, or other information.

Arithmetic/Mathematical Reasoning - Performs computations such as addition, subtraction, multiplication, and division correctly; solves practical problems by choosing appropriately from a variety of mathematical techniques such as formals and percentages.

Technical Competence - Knowledge of how to perform one's job. Refers to specialized knowledge that is acquired through formal training or extensive n the job experience i.e. knowledge of the criminal justice system sufficient to be able to maintain the proper chain of custody for evidence. .

Physical Demands:

Standing: Remaining on one's feet in an upright position.

Walking: Moving about on foot.

Lifting: Raising or lowering an object from one level to another.

Carrying: Transporting an object, usually by hand, arm, or shoulder.

Pushing: Exerting force upon an object so that the object is away.

Pulling: Exerting force on an object so that it is moving to the person.

Balancing: Maintaining body equilibrium to prevent falling over.
Stooping: Bending the body by bending spine at the waist.
Reaching: Extending the hand(s) and arm(s) in any direction.
Handling: Seizing, holding, grasping, or otherwise working with hand(s).
Fingering: Picking, pinching, or otherwise working with fingers.
Feeling: Perceiving attributes of objectives by means of skin receptors.

Working Environment:

Exposed to hazardous anesthetic agents, body fluids and wastes
Exposed to infection from disease bearing specimens
Exposed to odorous chemicals and specimens
Exposed to the risk of blood borne diseases
Exposed to infections and contagious diseases
Subject to burns and cuts

Education Requirement:

Graduation from HS or possession of a GED Certificate.

Experience Requirement:

One year of work experience in evidence handling or in the law enforcement field.

Education/Experience Equivalency:

One year of college education (equal to 24 semester hours) may be substituted for the one year of work experience requirement.

Licensure and/or Certification:

Possession of a valid Colorado Class "R" Driver's License at the time of application.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 04/27/2008

REVISED BY: Hameed Pousti

CLASS HISTORY: This class was first established, on September 16, 1995. The current revision modifies the following: 1.) Places the job spec into new format. 2.) Modifies E/E Equivalency by adding one year of college education to replace minimum experience requirement. 3) Adds possession of valid Colorado Class "R" DL at the time of application.