



Office of Human Resources  
Property and Evidence Technician - CN1999  
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### General Statement of 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 revise municipal code, and rules and regulation governing parking and speeding.

### 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.

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.

### Competencies

Attention to Detail - Is thorough when performing work and conscientious about attending to detail.

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Manages and 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.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

### Knowledge & Skills

None

### Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC 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 & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

### Working Environment

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

### Level of Physical Demand

3-Medium (20-50 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

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

Walking: Moving about on foot.

Lifting: raising or lowering objects weighing no more than 50 pounds, 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.

### Background Check Requirement

Criminal Check

Employment Verification

By position, Motor Vehicle Record

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade:** N-616

**FLSA Code:** N

**Established Date:** 9/21/2018

**Established By:** LS

**Revised Date:**

**Revised By:**

**Class History:**