



Office of Human Resources  
Property and Evidence Technician Lead - CN2736  
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### General Statement of Duties

Performs regularly assigned lead work over Property and Evidence Technicians who receive and identify evidence/property, inventory, package, tag, and store property and maintain proper “chain of custody” and safe working environment.

### Distinguishing Characteristics

The Property and Evidence Technician Lead class is distinguished from the Property and Evidence Technician class by the elements of the regularly assigned lead work. This class is also distinguished from the Vehicle Boot Investigator, which enforces the payment of parking fines, fees, and/or penalties by locating and identifying delinquent offenders and citations, serves legal notices to registered owners, attaches boot devices to prevent vehicle motion, and acts as a special police officer for the City. The Property and Evidence Technician Lead is distinguished from the Vehicle Impound Clerk, which receives, stores, releases, and provides security for impounded vehicles and related property at the City's Vehicle Impound Facility, and performs data input and updating for the CCIC and NCIC computer systems.

### Level of Supervision Exercised

Exercises regularly assigned lead work duties over two or more Property and Evidence Technicians.

### Essential Duties

Receives, identifies, and maintains evidence/property and ensures proper “chain of custody” and safe working environment.

Assists the supervisor in developing or modifying work schedules, methods, and procedures, determines work priorities, and ensures adequate staff coverage.

Assists the supervisor for initial and ongoing training of staff. This includes implementing training policies/procedures for ISO Accreditation, and working with the QA staff in preparation for ISO Certification and ongoing maintenance of the Certification once obtained.

Assists in developing, recommending, and coordinating the implementation of new procedures for the assigned functions or unit.

Acts as a technical reference by providing work instruction and assists employees with difficult and/or unusual work assignments.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during the work-shift operations and decides appropriate solutions.

Assists the supervisor with activities relating to the inventories and audits of evidence and the purging of evidence that has been documented for disposal as instructed.

Contributes to the development of performance goals, documents performance, provides performance feedback, and provides information to inform the formal performance evaluation.

Responds orally to informal grievances and relays information to the supervisor.

Documents situations which may be cause for disciplinary action and provides this information to the supervisor.

Ensures to implement the industry's safety standards and assists the supervisor with developing necessary procedures to ensure compliance.

Implements and interprets policies and procedures developed by higher-level authorities. Performs other related duties as assigned.

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**

**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.

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

**Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**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.

**Working with People** - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

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

### **Knowledge & Skills**

Skill in applying existing guidelines or recommending new approaches to the development and modification of work plans, methods and procedures for the work unit or function.

### **Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

### **Experience Requirement**

One (1) year of work experience in evidence handling in the law enforcement field.

### **Education & Experience Equivalency**

Additional appropriate education may be substituted for the minimum experience requirements.

### **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.  
Potential exposure to housekeeping/cleaning agents/chemicals.

### **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.

Crouching: bending body downward and forward by bending legs.

Kneeling: bending legs to come to rest on one or both knees.

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.

Repetitive motions: Making frequent movements with a part of the body.

Color vision: ability to distinguish and identify different colors.

Depth Perception: ability to judge distances and space relationships.

### **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-617**

**FLSA Code: N**

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

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**