CITY OF
SIMI VALLEY

PROPERTY TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, performs a wide variety of specialized law enforcement support duties related to receiving, storing, disposing, and releasing property and evidence collected by law enforcement staff; collects, packages and processes all items taken into evidence daily; prepares disposition forms and processes items approved for disposal; releases and tracks evidence issued to departmental and other personnel; and performs related duties as required.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Collect, package and process all items taken into evidence each day; bar code and enter all evidence items into records management system; update and maintain evidence tracking system to reflect chain of custody for each item whenever it is removed from the property and evidence room; review for errors or necessary changes; maintain evidence room integrity and security.

2. Prepare property disposition forms for officer notification and conduct follow-up as necessary; dispose of all items approved for destruction or move property to a pre-disposal storage area; research older case files to determine appropriate disposition; comply with all laws and policies regarding property disposal.

3. Prepare, check out, and release evidence to appropriate persons; run reports to audit status of evidence in officers' possession; track property on-loan and checked out to the lab or the District Attorney's Office.

4. Enter, update and track property and evidence through the records management system; enter firearm data into CLETS.

5. Within the Digital Information Management System, download, copy and edit photos, audio, videos and files.

6. Prepare, process, facilitate, and document all narcotics and weapons booked for destruction; properly track, document and report all destroyed firearms; ensure compliance with current law and policy.

7. Identify property and evidence ready for auction or donation; coordinate appropriate disposition of items with auction vendors.

8. Assist in preparing a variety of evidence and property related documents and reports.

9. Prepare, process, and deposit all non-evidentiary cash into appropriate bank accounts.

10. Conduct routine inventory and audits of all items in the property and evidence room.

11. Prepare and send notifications to owners of property to be returned; provide assistance to the general public regarding requests and inquiries concerning the release of property.

12. Maintain, empty and clean the drug drop off box; repackage, document and assign storage location to items received.

13. Assist staff, the public and other agencies, including District Attorney's Office, with inquiries and requests for service.

14. Ship, receive, and distribute items as assigned.

15. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Principles and practices of property and evidence handling, recording, storage, and release.
Modern office procedures, methods, and computer equipment.
Pertinent federal, state, and local laws, codes and regulations.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
Safe work practices.

Ability to:

Receive, process, store, document, release, and/or dispose of various evidence and/or property.
Handle all types of firearms safely.
Research and maintain records, logs, and files.
Respond to requests and inquiries from the general public.
Operate modern office equipment including computers and applicable software.
Effectively multi-task.
Understand and carry out oral and written directions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in criminal justice or a related field.

Experience:

Two years related clerical or technical support experience in a law enforcement agency. Experience working in property or evidence is highly desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of certification as a Property and Evidence Specialist desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 individuals with disabilities to perform the essential job functions.

Environment: Office, warehouse, and front counter; exposure to noise, dust, grease; occasional exposure to biological hazards.

Physical: Primary functions require sufficient physical ability to work in an office setting; stand, walk, or sit for prolonged periods of time; perform light to moderate lifting; occasional heavy lifting; operate office equipment including use of a computer keyboard, duplication machines, and scanners.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

Adopted: August 2006

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