

City of Grass Valley  
JOB DESCRIPTION



**POLICE EVIDENCE / PROPERTY TECHNICIAN I**  
**POLICE EVIDENCE / PROPERTY TECHNICIAN II**

**Department: Police**

**FSLA Status: Non-Exempt**

**Reports To: Police Evidence Sergeant/  
Police Lieutenant**

**Unit: 3, Full-Time Position**

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**SUMMARY OF JOB PURPOSE**

To perform a variety of non-sworn technical and specialized duties related to crime scene investigation and property and evidence management; to collect, process, and analyze physical evidence obtained from crime scenes; to receive, inventory, and maintain custody of property and evidence received or confiscated by the Police Department; and to assist investigative staff as required.

*Police Evidence/Property Technician I* is the entry-level class in the professional Police Evidence/Property Technician series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level.

*Police Evidence/Property Technician II* is the journey-level class within the professional Evidence/Property Technician series. This class is distinguished from the entry-level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are usually filled by advancement from the Police Evidence/Property Technician I position. Appointment to the higher class requires that the employee perform the full range of duties for the class and meet qualification standards for the class.

**SUPERVISION RECEIVED AND EXERCISED**

Police Evidence / Property Technician I & II receives general supervision from a Police Evidence Sergeant & Lieutenant.

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**ESSENTIAL FUNCTIONS (includes but is not limited to listed tasks)**

*The following duties are typical for this classification. Incumbents may not perform all 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. Depending upon assignment, duties may include, but are not limited to, the following:*

*Police Evidence/Property Technician I, Typical Duties:*

- Collect, package, and process all items submitted to the property room each day; enter all property room submissions into the records management system; update and maintain evidence tracking system to reflect chain of custody for each item whenever it is removed from the property room; maintain property room integrity and security.
- Dispose of all items approved for destruction or move the property to a pre-disposal storage area; research older case files to determine the appropriate disposition of items; comply with all laws and policies regarding property disposal.
- Prepare, check out, and release evidence to appropriate persons; track property checked out to the lab or the District Attorney's Office.
- Enter, update, and track property and evidence through the records management system; enter firearm data into CLETS.
- 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.
- Identify property and evidence ready for auction or donation; coordinate appropriate disposition of items with auction vendors.
- Assist in preparing a variety of evidence and property-related documents and reports.
- Prepare, process, and deposit all non-evidentiary cash into appropriate bank accounts.
- Conduct routine inventory and audits of all items in the property and evidence room.
- Prepare and send notifications to property owners; aid the general public regarding requests and inquiries concerning the release of property.
- Assist other agencies, including the District Attorney's Office, with service requests.
- Ship, receive, and distribute items as assigned.

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- Participate in a variety of special events for the department to bring department services to the awareness of the public.
- Perform related duties as assigned in support of the records department and other police functions.

*Police Evidence/Property Technician II, Additional Duties:*

Depending upon assignment, duties may include, but are not limited to, the following:

- Respond to and process crime scenes, including securing the scene and evidence from contamination; collecting, identifying, and preserving evidence; search for and lift fingerprints; collect body fluids and clothing, and make plaster impressions.
- Photograph, video record, sketch, and diagram crime scenes to ensure documentation of crime scenes and evidence; prepare reports and maintain records of crime scenes and evidence collected.
- Process, evaluate, and analyze evidence and perform preliminary tests to identify various types of substances including narcotic and toxic substances; determine findings in comparing physical evidence; forward evidence for further examination and analysis as necessary.
- Process evidence for latent and known fingerprints; compare fingerprints with records on file; photograph, enter, and trace unknown fingerprints using the Automated Fingerprint Identification System (AFIS).
- Assist patrol and/or investigative staff as appropriate, including in service of search warrants to recover evidence.
- Prepare various narrative and statistical reports on crime scene processing, evidence collection, property, and evidence storage and custody.

**QUALIFICATIONS**

To perform this job successfully, the incumbent must be able to perform each of the essential duties satisfactorily. Reasonable accommodations may be made to enable incumbents with disabilities to perform the essential functions. The requirements listed are representative of the knowledge, skill and/or ability required.

**Knowledge of:**

- State and Federal laws related to the retention and disposition of evidence and property in a law enforcement setting.
- Best practices in law enforcement property room management.

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- Principles and practices of record keeping and reporting.
- Modern office equipment and procedures including use of word processing and spreadsheet applications.
- English usage, spelling, grammar, and punctuation.
- Principles of customer service.
- Local and State laws governing the release and distribution of law enforcement records.
- Proper use of various law enforcement databases and software.

**Skills in:**

- Interpreting and complying with provisions of applicable codes, ordinances, and regulations related to property room management and police department records.
- Applying laws, regulations, codes, and departmental policies.
- Researching, preparing, and writing clear and concise reports.

**Ability to:**

- Receive, process, store, document, release, and dispose of evidence and property.
- Effectively maintain control of and account for police property and evidence.
- Maintain a current knowledge of evidence and property storage and release procedures.
- Apply and explain pertinent laws, regulations, policies, and procedures related to property and evidence.
- Understand the criminal and civil judicial systems.
- Respond to requests and inquiries from the general public.
- Safely perform the physical requirements necessary for storing and moving materials.
- Exercise good judgment and maintain confidentiality with critical and sensitive information, records, and reports.
- Organize, prioritize, and follow up on work assignments.
- Work independently and as part of a team.

**Police Evidence/ Property Technician II, Additional Knowledge, and Abilities:**

- Knowledge of Law enforcement procedures, operations, and regulations. Methods and techniques of photography and photographic equipment and related processing techniques and equipment.

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- Knowledge of Fingerprint identification techniques, comparisons, and classification systems; operation and requirements of the Automated Fingerprint Identification Systems (AFIS) fingerprint recognition system.
- Ability to continuously analyze crime sites or field situations; develop evidence to be processed; identify, interpret, explain, and enforce evidentiary and other police procedures; review and interpret case reports; know and understand the operations of the property and evidence section; identify and locate property and evidence; and always maintain awareness of safety.
- Ability to observe and document details at crime scenes; take accurate measurements; draw detailed and accurate sketches or diagrams that graphically represent evidence and show spatial relationships among items of evidence.
- Ability to collect, process, and analyze evidence without contamination; use testing and photographic equipment commonly used in analyzing physical evidence; take, classify, analyze, and identify fingerprints; use the Automated Fingerprint Identification Systems (AFIS).
- Ability to operate a video and digital camera and other associated equipment at crime scenes and/or in laboratory or office environments; process and digitally archive photographs and video as necessary; care for and maintain equipment.
- Ability to prepare evidence, exhibits, and reports for use in court; provide expert and compelling testimony in court.
- Ability to prepare technical reports on crime scene investigation, property and evidence issues, and operations.

**EDUCATION AND EXPERIENCE**

- An Associate of Arts degree or above from an accredited college or university with major coursework in general education, criminal justice, business, accounting, or a related field.
  - *Police Evidence/Property Technician I*- Two years of experience in customer service, clerical work, and processing police records is desirable.
  - *Police Evidence/Property Technician II*- Two years of experience as a Police Evidence/Property Technician I or comparable position at another agency.

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**CERTIFICATES, LICENSES, REGISTRATIONS**

- Must have an acceptable driving record and possess an appropriate California Driver's License.
- Pass criminal/personal history background check prior to hire date.
- Must attend and satisfactorily complete a POST-certified Property Room Management course within one year of hiring. (City to schedule time for this class and cover the costs.)
- Attend and complete other certification programs/classes as assigned to accomplish job duties more effectively.

**Police Evidence/Property Technician II, Additional Certificates:**

- Possession of a current Basic Fingerprint Certificate.
- Possession of a Crime Scene Investigation Certificate.
- Possession of a Property Evidence Specialist Certificate.

**LANGUAGE SKILLS**

Ability to read, write, and communicate in English at a level required for successful job performance. Effectively present information and respond to questions from managers, employees, and the general public.

**PHYSICAL DEMANDS**

- Must be free from any physical, emotional, or mental condition which might adversely affect the ability to perform essential job duties.
- Must be able to sit at a confined workstation for extended periods while performing essential duties.
- Continuously, sit at a desk for long periods. Intermittently twist to reach equipment surrounding the desk, perform simple grasping and fine manipulation, use the telephone, and communicate through written means.
- While performing the duties of this job the incumbent is regularly required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, and manipulate tools, and talk and hear. The incumbent is occasionally required to climb, balance, and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 20 pounds alone, and up to 40 pounds with assistance. See in the normal visual range with or without correction. Hear in the normal audio range with or without correction.

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**MATHEMATICAL SKILLS**

Ability to use and understand basic mathematical concepts such as: adding, subtracting, multiplying, and dividing.

**REASONING ABILITY**

Ability to apply common sense and understanding to carry out instructions furnished in written, oral, or diagram form. Resolve problems involving several known variables in standardized situations using standard industry and departmental processes and/or procedures.

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