



TOWN OF LOS GATOS

PROPERTY AND EVIDENCE TECHNICIAN (DRAFT)

Class Code: xxxx
Department: Police
Supervisor: Police Sergeant or Another
Supervisory/Management Class

Bargaining Unit: LGTEA
FLSA Status: Non-Exempt

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

CLASS SUMMARY

Under general supervision, performs responsible technical and administrative work associated with the receipt, documentation, storage, security, control, retrieval, release, and disposition of property and evidence maintained by the Police Department; maintains the integrity and chain of custody of evidence throughout the judicial process; ensures property and evidence are handled in accordance with applicable laws, regulations, policies, and procedures; performs related administrative support duties; and performs related work as required.

SUPERVISION RECEIVED AND EXPECTED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff. May provide training to Police Department personnel regarding property and evidence handling, packaging, and submission procedures.

CLASS CHARACTERISTICS

This is a non-sworn technical classification responsible for the day-to-day operation of the Police Department's property and evidence function. The incumbent independently performs the full range of assigned property and evidence duties within established laws, policies, procedures, and chain-of-custody requirements. The work requires accuracy, confidentiality, sound judgment, and strict accountability in safeguarding evidence and property, including firearms, controlled substances, hazardous or potentially contaminated materials, money, and other sensitive items. The classification is distinguished from general administrative support classifications by its specialized responsibility for evidence integrity, secure property control, legal compliance, and disposition of property and evidence.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Receives, inspects, records, categorizes, labels, and stores evidence, found property, and property held for safekeeping; verifies documentation and packaging and identifies and resolves discrepancies in accordance with established procedures.
- Maintains accurate chain-of-custody records and other property and evidence records in electronic and physical systems; safeguards the integrity, security, location, and accountability of items in the Town's custody.
- Determines appropriate storage requirements and securely stores firearms, controlled substances, money, biological materials, chemicals, hazardous or potentially contaminated materials, and other evidence and property to prevent loss, contamination, deterioration, or unauthorized access.
- Retrieves, releases, and transfers evidence and property to authorized personnel, owners, courts, laboratories, and other agencies; prepares required documentation and maintains chain-of-custody records for each transfer.
- Reviews case status and applicable records; researches ownership and legal requirements; determines when property and evidence are eligible for release, return, destruction, auction, or other authorized disposition, and obtains required authorization.
- Coordinates and carries out the disposition of property and evidence, including return to owners, destruction, disposal, or auction, in accordance with applicable federal, state, and local laws and regulations and departmental policies and procedures.
- Conducts periodic inventories, audits, and inspections of property and evidence and storage areas; researches and reconciles discrepancies and maintains accurate inventory and disposition records.
- Coordinates with officers, investigators, prosecutors, courts, laboratories, other law enforcement agencies, and members of the public regarding evidence handling, discovery-related requests, release, transfer, and disposition of property and evidence.

- Prepares and maintains reports, correspondence, logs, charts, forms, and other records related to property and evidence operations; maintains confidential and sensitive information in accordance with legal and departmental requirements.
- Maintains the organization, cleanliness, security, and operational readiness of property and evidence facilities; maintains inventories of packaging materials and supplies required for the proper handling and storage of property and evidence.
- Applies applicable laws, regulations, policies, procedures, and safety requirements related to property and evidence; identifies procedural, interpretation or compliance issues and refers unusual or sensitive matters to supervisory personnel as appropriate.
- Provides instruction and guidance to Police Department personnel regarding evidence packaging, submission, documentation, and handling procedures.
- Testifies in court regarding the receipt, custody, storage, handling, transfer, and disposition of property and evidence and related records.
- Performs assigned administrative support activities, which may include conducting background investigations associated with concealed carry weapon permit processing and coordinating secondhand dealer license processing.
- May be assigned as a Disaster Service Worker, as required.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, and procedures used in receiving, documenting, packaging, handling, storing, securing, inventorying, releasing, and disposing of property and evidence.
- Chain-of-custody requirements and recordkeeping practices necessary to preserve the integrity and accountability of evidence.
- Applicable federal, state, and local laws, regulations, policies, and procedures governing the custody, storage, release, and disposition of property and evidence.
- Safety practices and precautions related to the handling and storage of firearms, controlled substances, hazardous materials, biological materials, and other potentially dangerous or contaminated evidence.

- General law enforcement terminology, practices, procedures, and criminal justice processes as they relate to property and evidence functions.
- Inventory control, records management, and basic auditing practices.
- Modern office practices, methods, computer equipment, and relevant software applications, including word processing, spreadsheet, database, and records management systems.
- Principles and practices of effective customer service and professional communication.
- English usage, spelling, vocabulary, grammar, and punctuation.

Ability to:

- Independently organize, prioritize, and perform the day-to-day work of a property and evidence function within established policies and procedures.
- Receive, inspect, document, store, safeguard, retrieve, transfer, release, and dispose of a wide variety of property and evidence while maintaining strict chain of custody and accountability.
- Apply and explain applicable laws, regulations, policies, procedures, and technical requirements.
- Research, analyze, and evaluate records and case information to determine appropriate disposition of inventoried property and evidence.
- Maintain complete, accurate, and detailed electronic and physical records and reconcile inventory discrepancies.
- Handle confidential and sensitive information with discretion and maintain the security of restricted areas, records, and property.
- Recognize safety hazards and use appropriate precautions and personal protective equipment when handling hazardous, contaminated, or potentially dangerous items.
- Exercise sound judgment and initiative within established legal and procedural requirements; identify and resolve routine operational and procedural issues and refer unusual matters appropriately.
- Establish and maintain effective working relationships with Police Department personnel, prosecutors, courts, laboratories, other agencies, property owners, and the public, including individuals who may be upset or difficult.
- Use computer systems and software applications accurately and efficiently.

- Work independently, manage competing priorities, and maintain accuracy during high-volume or time-sensitive periods.
- Communicate effectively in person, over the telephone, and in writing, and testify accurately and professionally in court.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Any combination of training and experience equivalent to graduation from high school or possession of a GED certificate plus two (2) years of experience performing property and evidence, records management, inventory control, or other closely related duties, preferably in a law enforcement environment.

License and Certification:

A California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

Certification or specialized training in property and evidence management is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and property/evidence storage environment; use standard office equipment, including a computer; operate a motor vehicle to transport property and evidence; and access storage areas. The position primarily involves sitting, with occasional walking and standing, bending, stooping, kneeling, reaching, grasping, pushing, pulling, and fine manipulation. Employees may occasionally use a step stool, ladder, or rolling platform to access stored items. Vision, hearing, and speech are required to perform assigned duties and communicate effectively. Employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Climbing	Rarely	Balancing	Occasionally	Stooping	Occasionally
Kneeling	Occasionally	Lifting	20 lbs.	Standing	Occasionally
Crawling	Rarely	Reaching	Occasionally	Walking	Occasionally
Talking	Frequently	Grasping	Frequently	Pushing	20 lbs.
Hearing	Frequently	Feeling	Occasionally	Carry	20 lbs.
Crouching	Occasionally	Running	Rarely		
Pulling	20 lbs.	Seeing	Frequently		

ENVIRONMENTAL ELEMENTS

Employees work primarily indoors in an office and secured property/evidence storage environment, with occasional work in outdoor storage areas and travel to courts, laboratories, or other locations. The work may involve exposure to firearms, controlled substances, chemicals, toxic or hazardous materials, blood or other bodily fluids, dust, fumes, allergens, unpleasant odors, insects or vermin, and property that may be contaminated or improperly packaged. Employees are required to use appropriate personal protective equipment and follow established safety procedures. The position may involve contact with members of the public who are upset, difficult, hostile, or unreasonable.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include early mornings and evenings.

ADDITIONAL REQUIREMENTS

Successful completion of a background investigation and other pre-employment requirements applicable to Police Department personnel may be required by the Town.

In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resources Department.

The Town of Los Gatos is an Equal Opportunity Employer.