

City of South San Francisco
Human Resources Department

Police Property/Evidence Specialist

Class Description

Definition

Under general supervision, provides effective storage, maintenance, and control of property, evidence, and related supplies; protects the integrity of evidence throughout the judicial process; provides lead direction to technical or clerical assistants assigned to the section; and does related work as required.

Distinguishing Characteristics

This classification is responsible for the administration and technical coordination of the police property/evidence process. It is distinguished from other civilian police classifications by its primary responsibility for handling evidence and property. The Records Manager provides general supervision, and general direction is also provided by the staff assigned the task of gathering and processing physical evidence at crime scenes. This position may provide lead direction to staff assigned to the unit.

Typical and Important Duties

1. Receives, logs, stores and maintains property and evidence (including firearms, bloody clothing and hazardous materials/chemicals) in accordance with Department procedures, transports evidence for forensic examination, and maintains evidence rooms in an organized condition.
2. Prepares property and evidence for court trials and releases property to authorized persons.
3. Orders and maintains necessary equipment and supplies of materials related to the gathering, testing and storing of physical evidence.
4. Operates a personal computer and is competent in those programs and operations necessary for recording the status of all police property and evidence.
5. Disposes of property and evidence in accordance with official dispositions and laws.
6. Prepares and sends letters to property owners to pick up their property.
7. Testifies in court as may be required.
8. Responds to subpoenas as appropriate.
9. Routinely assigns portable radios, arranges for their repair; orders, stores and maintains related supplies and equipment.
10. Prepares surplus or unclaimed property for auctions.
11. Releases property to its owner.
12. Maintains the keys for the Department.
13. Reviews and files photographic evidence.
14. Determines purge dates for property and evidence in accordance with official dispositions and laws.

15. Arranges for, schedules, and witnesses the destruction of weapons and narcotics.
16. Plans, assigns, directs, reviews, and assists in evaluating the work of assigned support staff; provides for their training in work procedures.
17. Produces Department identification cards using digital camera and required software.
18. Performs related duties and responsibilities as required.

Job-related Qualifications

Knowledge of:

- Procedures involved in the collection and recording of evidence.
- Use and maintenance of a 35mm camera, digital camera, video camcorder and related equipment.
- Codes, regulations, policies, and procedures related to the tasks to which assigned.
- Standard office administrative practices and procedures, including the use of standard office equipment.
- Computer applications related to the work, including word processing and database applications.
- Records and storage management principles and practices.
- Basic supervisory principles and practices.
- Techniques for dealing effectively with those contacted in the course of work, in person and over the telephone.

Ability to:

- Understand, interpret, and apply laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Follow direction and work with minimal supervision.
- Plan, assign, supervise, review, and evaluate the work of assigned staff.
- Train staff in work procedures.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Learn and apply pertinent Federal, State and Local policies, procedures, laws and regulations.
- Perform technical and specialized work requiring the use of independent judgment.
- Interpret and implement policies and procedures; and learn and utilize job-related computer applications.
- Maintain and research departmental files.
- Make accurate arithmetic calculations.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Organize own work, set priorities, and meet critical time deadlines.
- Represent the City, the department, or the organizational unit effectively in contacts with representatives of other agencies, City departments, and the public.
- Take a proactive approach to customer service issues.
- Recommend process improvement changes to streamline procedures.
- Work in a safe manner, following City safety practices and procedures; model and coach others in correct safety procedures.

Skill in:

- Word processing at a net speed of 30 words per minute from printed copy.
- Operating a personal computer and its associated applications.
- Entering data into standard computer format with speed and accuracy sufficient to perform assigned work

Experience and Training

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

Experience: Three years of progressively more responsible office support or general clerical experience and in dealing with the public. At least one year of the experience in a police department is desirable.

Training: Equivalent to graduation from high school, including or supplemented by courses in computer operation and office practices. Six months of additional experience as described above may be substituted for the supplemental training.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, maintain sustained posture in a seated position for prolonged periods of time, and lift and carry 25 pounds; hearing and speech sufficient to communicate in person and over the telephone and radio; drive standard police vehicles.

Work Environment: Exposure to noise, outdoors, chemicals, mechanical and electrical hazards, traffic and traffic hazards.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; availability for shift work, on-call, and stand-by.

Approved: February 1994
Revised Date: July 1997, July 2000, June 2003
Former Titles:
Abolished:
Bargaining Unit: PA
ADA Review: 1994/95, 2002, 2003
DOT: No
Physical: Class 3

Status: Classified Non-exempt
EEOC Category: EF4/EJ3
Job Code: C110

ADA Documentation of Essential Duties

1. SDE
2. SDE
3. SWE
4. SDE
5. SDE
6. SDE
7. OAE
8. OAE
9. SAE
10. MAE
11. SDE
12. SAE
13. SDE
14. SAE
15. SAE
16. SDE
17. SDE