

CITY OF LINCOLN
PROPERTY AND EVIDENCE TECHNICIAN I/II

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

To perform responsible administrative and manual labor duties related to the acceptance, storage, control, and disposal of police property and evidence, and to protect the integrity and preservation of evidence throughout the judicial process while ensuring compliance with all State and local laws, regulations and best practices regarding the storage and disposal of all property and evidence.

DISTINGUISHING CHARACTERISTICS

Property and Evidence Technician I

The Property and Evidence Technician I is the entry-level, non-sworn classification in which incumbents learn to perform Property and Evidence Technician duties under immediate supervision. Incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher class.

Property and Evidence Technician II

The Property and Evidence Technician II is the journey-level class in which incumbents are expected to operate with autonomy and perform duties and make decisions with a high degree of independence and integrity within the framework of established procedures.

SUPERVISION RECEIVED/EXERCISED

Property and Evidence Technician I

Receives immediate direction and supervision from the Police Property and Evidence Sergeant or designee. Incumbents of this class do not exercise supervision.

Property and Evidence Technician II

Receives general direction and supervision from the Police Property and Evidence Sergeant or designee. Incumbents of this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS

Include but are not limited to the following:

- Receive, document, categorize, review and verify a wide variety of property and evidence, including but not limited to, hazardous and toxic materials, chemicals and substances and

firearms; maintain a complete chain of custody; identify and resolve discrepancies and contact sworn personnel as needed; determine and arrange for or transport evidence for additional outside analysis or storage.

- Receive requests from the public and outside agencies; provide information regarding procedures for obtaining property and evidence and laws governing the release of such.
- Process requests from the District Attorney's Office; copy, prepare and maintain confidential and evidentiary documents, CDs, DVDs, photographs and other evidence; coordinate with District Attorney's Officer for the review of such evidence; prepare evidence for court and document chain of custody.
- Perform research of case status to determine if evidence can be released or destroyed; determine ownership and follow policies, procedures and laws in the release and destruction of evidence.
- Conduct purging of property and evidence in compliance with department policies; obtain authorization and arrange for the destruction and disposal of property and evidence including hazardous and toxic materials, chemicals and substances.
- Release property consistent with department policies and procedures and State laws; prepare correspondence to property owner for the release of property.
- Maintain a variety of records regarding the receipt, storage, release and destruction of property and evidence.
- Perform self-audits of property and evidence, verifying location; arrange for and participate in narcotic, guns, and money audits; document and submit results of audit.
- Maintain legal custody and control of the property and evidence room with key card access; move and shift property and evidence as required to maintain storage levels; requisition materials and supplies, as necessary.
- Use safety precautions and follow Department procedures to properly handle firearms, weapons, chemical samples, blood, DNA, narcotics, syringes, toxic materials, money, valuable items, illicit material, and alcoholic beverages to prevent injury, avoid contamination and assure chain of custody.
- Work with sworn personnel to facilitate victim viewings of property and evidence, ensuring the safe keeping and chain of custody of said property and evidence.
- Testify in court regarding handling and chain-of-custody of evidence.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for police property and evidence unit operations; implement policies and procedures.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staffing, equipment, material and supplies; monitor and control expenditure.
- Develop and implement policies and procedures for receipt, storage, security, and release of property under the control of the property division; perform regular, detailed audits of stored items; ensure integrity of records associated with inventory control and documentation; serve as liaison with investigations and patrol staff regarding property handling and security.
- Research providers and purchase property and evidence packaging, cleaning, and other supplies, equipment, and materials as necessary; research service providers and makes recommendations regarding contract services.
- Research case status in CLETS; communicate with the City Attorney's Office and/or consult with detectives as necessary; process property dispositions and update property and evidence computer database with release information; send property release letters to owners.

- Research firearms ownership history to assist in release of firearms; ensures compliance with Department of Justice Law Enforcement Gun Release background check before release of firearms; coordinate with City Attorney’s Office regarding firearms confiscation petitions; receive status updates on firearms after court hearings; send release letters where appropriate or prepare firearm for destruction per court order.
- Secure court order for the destruction of controlled substances and firearms on adjudicated cases. Enters crime gun information into CLETS; researches officer’s report for required information.
- Perform related work as required, and other duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, making repetitive hand movements, and computer keyboard use in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push items, equipment and supplies weighing 50 pounds or more is also required. Additionally, the incumbent may come into contact to hazardous and toxic substances, which may expose the employee to liquids, fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, and work in confined spaces.

QUALIFICATIONS

The following qualifications are minimal qualifications necessary for entry into the classification.

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Property and Evidence Technician. A typical way of obtaining the required qualification is to possess the equivalent of:

Property and Evidence Technician I

One (1) year of responsible work experience involving recordkeeping and inventory control and possession of a High School Diploma or equivalent.

Property and Evidence Technician II

In addition to the above, three (3) years of increasingly responsible experience performing duties similar to that of a Property and Evidence Technician I with the City of Lincoln and possession of a High School Diploma or equivalent.

License or Certificate Requirements:

- Possession of a valid California Driver’s License by date of appointment.
- Possession of, or ability to obtain, a CLETS Certificate within first month of employment.
- Possession of a P.O.S.T Evidence and Property Management Certificate is highly desirable.

KNOWLEDGE/ABILITIES/SKILLS

The following are a representative sample of the KSAs necessary to perform essential duties of the position.

Knowledge of:

Principles and practices of law enforcement property and evidence room management; methods, procedures, principles, practices, and terminology used in property and evidence handling, processing, recording, preservation, storage, and release; methods, procedures, principles, practices, and terminology used in crime scene investigation including handling, processing, recording, preservation, storage, and release of evidence; court procedures regarding the handling and storage of evidence; legal guidelines pertaining to the maintenance and control of evidence; pertinent federal, state, and local laws, codes, and regulations including those relating to the safekeeping, processing and disposition of property and evidence; principles of budget monitoring; principles and practices of safety management; principles and practices for effectively maintaining a warehouse environment; modern office equipment and procedures including use of a variety of software applications; customer service principles and public relations techniques; English language usage, spelling, grammar and punctuation.

Ability to:

Organize, implement and direct a police property and evidence operations; on a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; interpret and explain pertinent property and evidence unit and department policies and procedures; assist in the development and monitoring of an assigned program budget; develop and recommend policies and procedures related to assigned operations; establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing; effectively process, handle, store and dispose of evidence and property; utilize basic techniques and practices of chain of custody rules used in law enforcement property and evidence processing, storage, and disposition; learn to interpret and apply Federal, State and local policies, procedures, laws and regulations; learn to understand, access and accurately interpret information from various law enforcement computer systems; maintain accurate records and logs; preserve confidentiality of sensitive materials; plan and organize workload; establish and maintain effective working relationships with those contacted in the course of work.

Skill to:

Operate an office computer and a variety of both typical office and specialized software applications.

FLSA: Non-exempt
Employee Group: Lincoln Police Officers Association
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