

**CITY OF LINCOLN**  
**PROPERTY AND EVIDENCE TECHNICIAN I/II/SENIOR**

*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, documentation, 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, policies, regulations and best practices regarding the handling, 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 the series. Incumbents receive training and learn to perform less than the full range of Property and Evidence Technician duties under immediate supervision. Incumbents may advance to the higher level after gaining sufficient 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, non-sworn classification in the series. Incumbents are expected to perform the full range of technical duties independently and make decisions with a high degree of integrity within the framework of established laws, policies, and procedures.

**Senior Property and Evidence Technician**

The Senior Property and Evidence Technician is the advanced journey level, non-sworn classification within the series. Under general direction and within the limits prescribed by law and departmental policies and procedures, the incumbent exercises initiative and substantial independent judgment in performing the full range of complex property and evidence duties , including lead responsibilities.

This level is distinguished from other levels in the series by its lead role; the difficulty and complexity of the work performed; the degree of discretion and autonomous decision-making required; and the consequence of error.

**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.

**Senior Property and Evidence Technician**

Receives general direction from the Police Property and Evidence Sergeant or designee. Incumbents may exercise technical and functional supervision over assigned staff.

**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 outside analysis or storage.
- Respond to 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 materials (e.g., documents, CDs, DVDs, photographs, etc.); 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.
- Purge 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.

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- 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.

### **ADDITIONAL FUNCTIONS-SENIOR PROPERTY AND EVIDENCE TECHNICIAN**

- Receive assignments, schedule and organize work, and lead Property and Evidence staff in the completion of duties; perform or assist with the most difficult and complex work.
- Train Property and Evidence Technicians in procedures of analyzing, collecting, and processing crime scene evidence.
- Develop and implement procedures and practices related to area of assignment; review and evaluate services levels and recommend changes in procedures and practices related to area of assignment.
- Review reports for quality and accuracy; provide reports and summary data to management personnel on a regular basis.
- Respond to complex customer service issues related to area of assignment; perform reviews of concerns or complaints and take appropriate corrective action.

- 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 with 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**

Two (2) years of increasingly responsible experience performing duties similar to those of a Property and Evidence Technician I with the City of Lincoln and possession of a High School Diploma or equivalent.

**Senior Property and Evidence Technician**

Three (3) years of increasingly responsible experience in a law enforcement or legal administrative agency receiving, storing, releasing and inventorying property held for safekeeping, with at least one (1) of those years being duties similar to those of a Property and Evidence Technician II 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 the first month of employment.
- Possession of a P.O.S.T Evidence and Property Management Certificate is highly desirable at the Senior level.

**KNOWLEDGE/SKILLS/ABILITIES:** *(The following are a representative sample of the KSAs necessary to perform essential duties of the position.)*

### **Property and Evidence Technician I**

#### **Knowledge of:**

Basic principles and practices of law enforcement property and evidence room management; Fundamental methods, procedures, principles, practices, and terminology used in property and evidence handling, processing, recording, preservation, storage, and release; Introductory methods, procedures, principles, practices, and terminology used in crime scene investigation, including handling, processing, recording, preservation, storage, and release of evidence; Basic court procedures regarding the handling and storage of evidence; Legal guidelines pertaining to the maintenance and control of evidence (with guidance); Pertinent federal, state, and local laws, codes, and regulations relating to the safekeeping, processing, and disposition of property and evidence (entry-level understanding); Basic principles of safety management and maintaining a warehouse environment; Modern office equipment and procedures, including use of basic software applications; Customer service principles and public relations techniques; English language usage, spelling, grammar, and punctuation.

#### **Skill to:**

Operate an office computer and typical office software applications; Learn to use specialized software applications related to property and evidence management.

#### **Ability to:**

Perform routine property and evidence operations under close supervision; On a continuous basis, learn and understand basic aspects of the job; Intermittently review work papers, reports, and assignments; Identify and interpret basic technical and numerical information with guidance; Observe and assist in solving basic operational and technical issues related to policy and procedures; Follow and explain basic property and evidence unit and department policies and procedures; Establish and maintain effective working relationships with those contacted in the course of work; Communicate clearly and concisely, both orally and in writing; Process, handle, store, and dispose of evidence and property using basic techniques; Apply basic 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 access and interpret information from various law enforcement computer systems; Maintain accurate records and logs; Preserve confidentiality of sensitive materials; Plan and organize assigned workload under supervision.

### **Property and Evidence Technician II**

#### **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 relating to the safekeeping, processing, and disposition of property and evidence; Principles of budget monitoring (basic level); Principles and practices of safety management and 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; Principles and practices of good team building.

**Skill to:**

Operate an office computer and a variety of both typical office and specialized software applications related to property and evidence management.

**Ability to:**

Organize, implement, and direct routine to moderately complex police property and evidence operations with general supervision; On a continuous basis, know and understand all aspects of the job at a proficient level; Intermittently analyze work papers, reports, and special projects; Identify and interpret technical and numerical information independently; 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; 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 to intermediate techniques and practices of chain of custody rules used in law enforcement property and evidence processing, storage, and disposition; Interpret and apply federal, state, and local policies, procedures, laws, and regulations; 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 effectively; Train others in basic techniques and practices of property and evidence activities, including related safety and technical methods (under guidance).

**Senior Property and Evidence Technician**

**Knowledge of:**

Advanced principles and practices of law enforcement property and evidence room management; Comprehensive methods, procedures, principles, practices, and terminology used in property and evidence handling, processing, recording, preservation, storage, and release; Advanced 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 relating to the safekeeping, processing, and disposition of property and evidence; Principles of budget monitoring and development; Principles and practices of safety management and 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; Principles and practices of good team building and team leadership.

**Skill to:**

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

**Ability to:**

Organize, implement, and direct police property and evidence operations with significant independence; On a continuous basis, know and understand all aspects of the job at an expert level; Analyze work papers, reports, and special projects thoroughly; Identify and interpret complex technical and numerical information; Observe and problem-solve operational and technical policy and procedures at an advanced level; Interpret and explain pertinent property and evidence unit and department policies and procedures to others; Assist in or lead the development and monitoring of assigned program budgets; Develop and recommend policies and procedures related to assigned operations; Establish and maintain effective working relationships with those contacted in the course of work, including leadership roles; Communicate clearly and concisely, both orally and in writing, including preparing reports and presentations; Effectively process, handle, store, and dispose of evidence and property in complex scenarios; Utilize advanced techniques and practices of chain of custody rules used in law enforcement property and evidence processing, storage, and disposition; Interpret and apply federal, state, and local policies, procedures, laws, and regulations expertly; Understand, access, and accurately interpret information from various law enforcement computer systems; Maintain accurate records and logs at a high standard; Preserve confidentiality of sensitive materials; Plan and organize workload for self and others; Train and mentor others in techniques and practices of crime scene and property and evidence activities, including related safety and technical methods; Provide team leadership and guidance in the unit.

**FLSA:** Nonexempt  
**Employee Group:** Lincoln Police Officer's Association  
**Adopted:** 03/10/2026