

PROPERTY AND COURT SPECIALIST

Approved: July 2016

FLSA: Non-exempt

Unit: SEIU



Definition
Under general supervision, performs a variety of technical support activities associated with the tracking, handling, and safekeeping of evidence and property for the Police Department; maintains the physical integrity and control of evidentiary items in the City's custody by processing items in compliance with mandated requirements; process includes receipt of evidence, data input, material cataloging, processing and disposal, and maintaining the chain of evidence; acts as a liaison between the Police Department and district attorney's office; and performs related work as required.
Supervision received and exercised
Receives general supervision from the Technical Services Manager. Exercises no supervision of staff.
Class characteristics
This is a journey-level class responsible for a variety of technical duties related to the provision of evidence handling and preservation, as well as preparing case documentation for the district attorney's office. All activities are performed within specified legal guidelines. Incumbents are expected to work independently and exercise judgment and initiative. Positions 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. This class is distinguished from other clerical and technical support classifications in that incumbents perform specialized duties related to the processing of evidence and property.
Examples of typical job 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. <ul style="list-style-type: none">• Receives, documents the receipt of, maintains the physical integrity and control and the chain of custody of, and physically stores property and evidence in a designated property room.• Prepares evidence for submittal to outside agencies or County crime laboratories for analysis, including packaging, securing and preserving evidence items, preparing required forms and submitting forms with evidence; enters evidence information into the County's site; transports evidence for analysis and processing; picks up evidence and books back into property room.• Releases and purges property and evidence following appropriate federal, state, and local laws and regulations; prepares evidence and property for auction and/or disposal upon completion of court proceedings.• Initiates, organizes, updates, maintains, and controls access to complex filing systems and records, including highly sensitive case files.• Acts as liaison to the court and other offices requiring the transmission of property and evidence; prepares evidence for officers and investigators for court proceedings; maintains records and tracks such actions.• Releases property to the public; prepares the proper paperwork and prepares evidence for pickup; completes the necessary reports and documentation of the release.• Serves as a liaison between the Police Department and district attorney's office; prepares complaint and in-custody case packets by completing disposition forms, evidence forms and face sheets, entering information into the database, and delivering to the district attorney's office.• Processes digital media including photographs and videos; downloads and records videos as requested.• Provides general information regarding department policies, procedures and regulations, including responding appropriately to complaints, requests for information and service in person and by phone, and coordinating work with other City departments.• Researches and assembles information from a variety of sources for the preparation of periodic and special reports and the completion of forms.• Prepares correspondence, reports, forms, receipts and specialized documents.• Provides training and technical assistance to co-workers, including instruction on proper evidence collection and maintenance techniques.• Orders supplies and equipment as necessary for assigned work.• Maintains accurate departmental and property and evidence records and files.• Attends necessary training and shift briefing sessions.• Stays abreast of new trends and innovations in the field of property and evidence maintenance; monitors changes in regulations that may affect operations; implements policy and procedural changes after approval.• Performs other duties as assigned.

Qualifications

Knowledge of

- Techniques for evidence and property processing and storage, including chain of custody procedures.
- Functions, principles, and practices of law enforcement agencies.
- Operations and authority of the Police Department and the district attorney's office.
- Local, state and federal law enforcement databases.
- Applicable federal, state and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of data collection and report preparation.
- Business arithmetic and basic statistical techniques.
- Principles of evidentiary record keeping.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to

- Document, maintain the physical integrity and control and the chain of custody of, and properly store, release, and purge property and evidence.
- Interpret, apply, explain, and ensure compliance with applicable federal, state and local policies, procedures, laws and regulations.
- Compile and summarize information to prepare accurate, clear and concise reports.
- Perform technical, detailed and responsible office support work.
- Organize, maintain, and update office database and records systems.
- Make accurate arithmetic and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Organize own work, set priorities and meet critical deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Use English effectively to communicate in person, over the telephone and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

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:

- Equivalent to the completion of the twelfth (12th) grade.
- Three (3) years of experience processing and maintaining property and evidence for a municipal or county government or public safety agency.

Licenses and certifications

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

Physical demands

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; to operate a motor vehicle and to visit various sites to deliver and pick up evidence and property; vision to read written materials, a computer screen and examine evidence; color vision to distinguish between evidence and property characteristics; and hearing and speech to communicate in person and over the telephone and/or radio. This is primarily a sedentary office classification that requires extended periods of time of sitting; standing and walking between work areas may also be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds and heavier weights with the use of proper equipment.

Environmental elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and exposure to hazardous physical substances. Employees may be exposed to blood and other biological/infectious

agents when handling and disposing of evidence. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.