

POLICE PROPERTY SPECIALIST

DEFINITION

Performs a variety of duties to provide effective storage, maintenance and control of police department property and evidence; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

This class receives direct supervision from the Support Services Manager. No direct supervision is exercised.

CLASS CHARACTERISTICS

This class performs non-sworn police support duties related to property and evidence. The Police Property Specialist is responsible for the intake, storage, and disposal of all property received by the Pinole Police Department. This includes property to be held as evidence, as found property or stored for safekeeping. The Police Property Specialist is responsible for maintaining an accurate chain of custody for all property and duties may include court testimony regarding evidential property. This class is distinguished from other non-sworn Police support classes by the primary emphasis on evidence and property control.

EXAMPLES OF DUTIES (Illustrative only)

- Log, classify, store, dispense, slate for destruction or release property/evidence to its rightful owner, for court presentation, destruction or auction.
- Maintain evidence and property in such a manner that the items are secure from theft, loss, or contamination.
- Maintain evidence and property so that items can be located in a timely manner.
- Prepare accurate reports and maintain detailed records.
- Dispose of, or release, property in accordance with current laws and departmental policies and procedures.
- Order and maintain necessary supplies and specified department equipment.
- Respond to citizens' and allied agencies' inquiries regarding evidence or property in a timely manner.
- Operate computer terminal(s) in accordance with Department of Justice restrictions.
- Keep current with Federal, State and City laws relative to handling and storage of evidence and property and recommend appropriate updates when laws change.

QUALIFICATIONS

Knowledge of:

- Procedures, techniques and practices of law enforcement agency evidence and property handling and storage.
- Codes and ordinances that apply to the storage and preservation of evidence and property.
- Standard office practices and procedures, including the operation of office equipment and software.

Skill in:

- Reading, comprehending and applying laws pertaining to the hold, release and destruction of evidence.
- Following directions and performing procedures with minimal supervision.
- Communicating effectively, both verbally and in writing.
- Maintaining large amounts of evidence in a systematic fashion.
- Effectively communicating with difficult or irate people.
- Maintaining accurate records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Equivalent to graduation from high school and one year of office or field experience, preferably involving dealing with the public. Experience with evidence and property at a law enforcement agency is highly desirable.

License and Certification:

Must possess and maintain a valid California class C driver's license and a satisfactory driving record.

Working Conditions:

Must pass a detailed background investigation. May be required to work holidays, weekends and off-hours shifts. May work in difficult circumstances, including exposure to stressful situations with the public, hazardous materials and all weather conditions.

Physical Demands:

Must possess ability to work in a standard office setting and use standard office equipment, to visit field settings, stand, walk and climb for extended periods of time and drive a motor vehicle; strength and stamina to lift 20 pounds; stamina to maintain attention to detail and work on a computer for an extended period of time; vision to read printed materials and a computer screen and to observe criminal and related sites; and hearing and speech to communicate in person and over the telephone.