

PERSONNEL COMMITTEE

12-0420R

RESOLUTION APPROVING PROPOSED AMENDMENTS TO THE SPECIFICATIONS FOR THE CIVIL SERVICE CLASSIFICATION OF PROPERTY AND EVIDENCE TECHNICIAN.

CITY PROPOSAL:

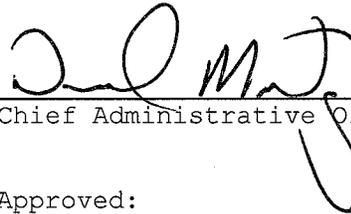
RESOLVED, that the proposed amendments to the specifications for the civil service classification of property and evidence technician, which were approved by the civil service board on August 7, 2012, and which are filed with the city clerk as Public Document No. _____, are approved. This classification shall remain subject to the city's collective bargaining agreement with its basic unit employees and compensated at Pay Range 22.

Approved:



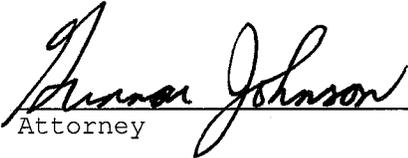
Department Director

Approved for presentation to council:



Chief Administrative Officer

Approved as to form:



Attorney

Approved:



Auditor

HR MS:ao 8/8/2012

STATEMENT OF PURPOSE: The property and evidence technician revisions are largely clean up and clarification of minimum qualifications regarding licensure and certifications. The driver's license requirement will eliminate the "bay date of appointment" to avoid situations where a selected application may not actually obtain the license or have a start date delayed due to the failure of the applicant obtaining it timely. The certification of property and evidence specialist is being changed to a required certification vs. a preferred certification. Finally, the entire job description is being put into our newer format. This makes it appear to involve significant changes; however, the content of the job description remains largely unchanged. There is no change in the rate of pay, which is Range 22, \$2,706 to \$3,166 per month.

PROPERTY & EVIDENCE TECHNICIAN

PURPOSE: ToUnder general supervision and using judgment and discretion when following standardized inventory control and departmental procedures, the Property & Evidence Technician works in a warehouse setting to ensure that proper inventory, custody, security, storage and disposition of police evidence is maintained.

FUNCTIONAL AREAS:

1. Maintain control of evidence and recovered property.

- * ~~A. Maintain all evidence, found, abandoned, and safekeeping property to ensure that individual items are secure from theft, loss, or contamination, and can be located in an efficient manner.~~
- * ~~B. Maintain accurate inventory, tracking, status, and chain of custody reports for all property inventory reports with property "chain of custody" notations of any and all actions associated with the property and evidence.~~
- * ~~C. Deliver, or arrange for delivery of, evidence to state and federal labs for testing or analysis as appropriate.~~
- * ~~D. Ensure that evidence is safely transferred to and from court.~~
- * ~~E. Monitor status of evidence and property in custody, transferred temporarily for laboratory testing or analysis, and court presentation.~~
- A. Maintain control of all currency with accurate intake, deposit, and final disposition records.

2. Dispose of evidence and recovered property.

- * ~~A. Ensures that property owner notifications and the release and disposal of property and evidence are in accordance to the law and department procedures.. the timely and legally correct notification of owners and the release/disposal of property recovered, found, or seized by the department~~
- * ~~B. Compile lists of property to be submitted to appropriate authority for an order of disposal.~~
- * ~~C. Assist with property auctions, approved destruction, appropriation for department use, and other final dispositions.~~
- * ~~D. Coordinate the disposal of unclaimed property and special disposal of narcotics, explosives, biological specimens, biohazard materials and firearms.~~
- * ~~E. Perform case disposition research and enter and retrieve data regarding the classification and disposition of property items using the department inventory control system computer terminals.~~
- A. Accesses local, state, federal, and other appropriate law enforcement information systems to retrieve data and to research necessary information related to property and evidence in possession or if requested to assist in police investigations.

3. Perform related tasks

- * ~~A. Monitor and replenish as necessary~~Maintain all property and evidence control supplies, packaging materials and biohazard personal protection equipment.
- * ~~B. Maintain all property storage facilities in a clean, orderly and efficient manner.~~Ensures

that property and evidence storage facilities are properly cleaned, organized, and maintained.

- * C. Ensures effective communication with all police department units. Communicate information to department units including patrol.
- * D. ~~Prepare computer entries to document investigative efforts.~~
- * E. ~~Assist other team members within the unit and department with crime scene investigation duties.~~
- * F. Maintains up-to-date knowledge of local, state and federal laws relating to property/evidence handling, storage and disposal.
- * G. ~~Prepare evidence for court to include copying of all audio and visual evidence.~~
- H. ~~Perform related duties as assigned.~~

JOB REQUIREMENTS

Education & Experience Requirements

- ◆ A. One year of work experience in a warehouse or inventory control setting~~One (1) year of verifiable warehouse experience to include shipping, receiving, inventory and audits; OR~~
- ◆ B. Verifiable experience working in a police department with responsibility for the preservation and custody of evidence, property record keeping, and inventory control maintenance.
- C. ~~Completion of evidence and property management course work preferred.~~

License Requirements

- ◆ A. ~~Possession of a valid Minnesota driver's license or privilege by the date of appointment and thereafter.~~
- B. Property and Evidence Specialist certification (CPES) within 2 years of hire and thereafter preferred.

Knowledge Requirements

- A. Knowledge of computerized inventory and information systems.
- B. Knowledge of proper methods and procedures for receiving and storing evidence and property.
- C. Knowledge of the proper handling of weapons and biohazard materials.
- D. Knowledge of law enforcement record keeping procedures and requirements as related to evidence and property management.

Skill Requirements

- ◆ A. ~~Skill in effective communication and interpersonal skills, both orally and in writing.~~
- ◆ B. Skill in the use of office equipment, including computers, fax, copier, etc.
- C. Exceptional organizational skills
- D. Attention to detail

Ability Requirements

- ◆ A. Ability to operate a personal computer.
- ◆ B. Ability to develop and maintain effective working relationships with the public, other agencies, and co-workers.
- ◆ CB. Ability to adhere to strict maintain confidentiality standards.
- ◆ DC. Ability to read and comprehend instructions, correspondence and memos.
- ◆ ED. Ability to coordinate and maintain a large inventory of evidence.
- ◆ FE. Ability to prepare routine reports and correspondence.
- ◆ G. Ability to pass a thorough criminal and in-depth background study.

Physical Requirements

- ◆ A. Ability to walk, stand, stoop, stretch, reach overhead and under confined spaces ~~to retrieve evidence and property.~~
- ◆ B. Ability to occasionally lift and carry a variety of items weighing up to 50 pounds, including supplies, equipment and packaged evidence that can include large and bulky items.
- ◆ C. Ability to occasionally lift and carry ~~with others~~ items weighing up to 100 pounds with assistance.
- ◆ D. Ability to climb ladders.
- ◆ E. Ability to operate a computer keyboard.
- ◆ F. Ability to work overtime on occasion.
- ◆ G. Exposure to hazardous waste, chemicals, narcotics, dangerous drugs and blood borne pathogens are likely.
- ◆ H. Ability to talk and hear to exchange information.
- ◆ I. Ability to work indoors and outside in varying environmental conditions.
- ◆ J. Ability to push and/or pull large items utilizing a hand truck or dolly.
- ◆ K. Ability to attend work on a regular basis.

* Essential functions of the position

- ◆ Job requirements necessary the first day of employment

Anlst: JA	Class: 4410	Union: Basic	Pay: 22	CSB: 20091020
CC: 20091221	Res #: 09-0780R	EEOC: Service/Maint	EEOF: Police Protection	WC: 7720

Property and Evidence Technician

Summary/Purpose

Under general supervision, using judgment and discretion when following standardized inventory control and departmental procedures, the Property & Evidence Technician works in a warehouse setting to ensure that proper inventory, custody, security, storage, and disposition of police evidence is maintained.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned)

1. Maintain evidence and property to ensure that individual items are secure and can be located in an efficient manner.
2. Maintain accurate inventory, tracking, status, and chain of custody reports for all actions associated with property and evidence.
3. Deliver, or arrange for delivery, of evidence to state and federal labs for testing or analysis as appropriate.
4. Maintain control of all currency with accurate intake, deposit, and final disposition records.
5. Ensures that property owner notifications and the release and disposal of property and evidence are in accordance to the law and department procedures.
6. Assist with property auctions, approved destruction, appropriation for department use, and other final dispositions.
7. Coordinate the disposal of unclaimed property and special disposal of narcotics, explosives, biological specimens, biohazard materials and firearms.
8. Perform case disposition research and enter or retrieve data regarding the classification and disposition of property items using the department inventory control system.**
9. Accesses local, state, federal, and other appropriate law enforcement information systems to retrieve data and to research necessary information related to property and evidence in possession or if requested to assist in police investigations.**
10. Maintain all property and evidence control supplies, packaging materials, and biohazard personal protection equipment.
11. Ensures that property and evidence storage facilities are properly cleaned, organized, and maintained.
12. Ensures effective communication with all police department units.
13. Is up to date on local, state, and federal laws relating to property and evidence handling, storage, and disposal.

Job Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

1. Education & Experience Requirements
 - A. One year of work experience in a warehouse or inventory control setting.

OR

 - B. Verifiable experience working in a police department with responsibility for the preservation and custody of evidence, property record keeping, and inventory control.
2. License/Certification Requirements
 - A. Possession of a valid driver's license.
 - B. Property and Evidence Specialist certification (CPES) within 2 years of hire and thereafter.

3. Knowledge Requirements
 - A. Knowledge of computerized inventory and information systems.
 - B. Knowledge of proper methods and procedures for receiving and storing evidence and property.
 - C. Knowledge of the proper handling of weapons and biohazard materials.
 - D. Knowledge of law enforcement record keeping procedures and requirements as related to evidence and property management.

4. Skill Requirements
 - A. Effective communication and interpersonal skills.
 - B. Skilled in the use of office equipment, including computers, fax, copier, etc.
 - C. Exceptional organizational skills.
 - D. Attention to detail.

5. Abilities Requirements
 - A. Ability to operate a personal computer
 - B. Ability to develop and maintain effective working relationships with the public, other agencies, and co-workers
 - C. Ability to adhere to strict confidentiality standards.
 - D. Ability to read and comprehend instructions, correspondence, and memos.
 - E. Ability to coordinate and maintain large inventory of evidence.
 - F. Ability to prepare routine reports and correspondence.
 - G. **Ability to pass a thorough criminal and in-depth background study.

6. Physical Abilities Requirements
 - A. Ability to walk, stand, stoop, stretch, reach overhead and under confined spaces.
 - B. Ability to occasionally lift and carry a variety of items weighing up to 50 pounds, including supplies, equipment, and packaged evidence that can include large and bulky items.
 - C. Ability to occasionally lift and carry items weighing up to 100 pounds with assistance.
 - D. Ability to climb ladders.
 - E. Ability to operate a computer keyboard.
 - F. Ability to work overtime on occasion.
 - G. Exposure to hazardous waste, chemicals, narcotics, dangerous drugs, and blood borne pathogens are likely.
 - H. Ability to talk and hear to exchange information.
 - I. Ability to work indoors and outside in varying environmental conditions.
 - J. Ability to push and/or pull large items utilizing a hand truck or dolly.
 - K. Ability to attend work on a regular basis

Anlst: MS	Class:	Union: BASIC	Pay: 22	CSB: 8/7/2012
CC:	Res:	EEOC:	EEOF:	WC: