

PROPERTY & EVIDENCE TECHNICIAN

PURPOSE: To ensure proper inventory, custody, security, storage and disposition of police evidence.

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 property inventory reports with property "chain of custody" notations of any and all actions associated with the property.
 - * 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.
2. Dispose of evidence and recovered property.
 - * A. Ensure 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 computer terminals.
3. Perform related tasks
 - * A. Monitor and replenish as necessary all property control supplies, packaging materials and biohazard personal protection equipment.
 - * B. Maintain all property storage facilities in a clean, orderly and efficient manner.
 - * C. 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. Maintain 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 (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 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 preferred.

Knowledge Requirements

- A. Knowledge of computerized inventory 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, both orally and in writing.
- ◆ B. Skill in the use of office equipment, including computers, fax, copier, etc.

Ability Requirements

- ◆ A. Ability to develop and maintain effective working relationships with the public, other agencies, and co-workers.
- ◆ B. Ability to maintain confidentiality.
- ◆ C. Ability to read and comprehend instructions, correspondence and memos.
- ◆ D. Ability to coordinate and maintain a large inventory of evidence.
- ◆ E. Ability to prepare routine reports and correspondence.

Physical Requirements

- ◆ A. Ability to walk, stand, stoop, stretch, reach overhead and under confined spaces to retrieve evidence and property.
- ◆ B. Ability to 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 lift and carry with others items weighing up to 100 pounds.
- ◆ 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.

- * Essential functions of the position
- ◆ Job requirements necessary the first day of employment

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