



SHERIFF'S PROPERTY/EVIDENCE TECHNICIAN

DEFINITION

Under general supervision, performs a variety of responsible and complex clerical and technical tasks related to the receipt, storage, and disposal of property and evidence in the Sheriff's Office; prepares and maintains relevant records, and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisor. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a fully qualified, non-sworn, journey-level classification. Incumbents independently perform the technical duties of and assume responsibility for the receipt, storage, disposal, and chain of custody of evidence in the Sheriff's Office. The incumbent maintains detailed records and disposes of all items in accordance with County, state, and federal laws, rules, and regulations. Positions in this classification perform and coordinate specialized technical and clerical processes within the Sheriff's Office. 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.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Receives, stores, tracks, releases, and/or disposes of property, weapons, and drugs in accordance with appropriate laws, rules, and regulations.
- Uses safety precautions and follows procedures to properly handle items such as firearms and other weapons, chemical samples, biological substances, blood, drugs, syringes, and other material to prevent injury, avoid contamination, and assure chain of custody.
- Coordinates the disposal or auction of unclaimed items or items ordered destroyed by the court.
- Testifies in court regarding chain of custody and property records.
- Prepares detailed records of evidence inventory and maintains orderly appearance of property file area; catalogs and maintains continuous property inventory record.
- Keeps abreast of current laws, codes, regulations, and legal procedures as they pertain to property and evidence.
- Uses a variety of computer systems to run criminal histories, check case dispositions, enter serialized property, inquire on stolen items, and update procedures.
- Handles and transports evidence to from various locations.
- Maintains security of section and key control.
- Coordinates and confers with Sheriff's Office personnel and other County personnel on the release of items for court, attorney or investigator viewing, outside testing, or release to owner.
- Purchase and maintain an adequate supply of various evidence supplies and equipment.
- Assists with special projects related to the maintenance and handling of property and evidence.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and proper methods of receiving, storing, and inventorying property and evidence. 19-0282 C1 1 of 3

- Safety practices and precautions pertaining to the handling of dangerous materials, controlled substances, and firearms.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to the property evidence section.
- Court procedures and operations.
- Principles, practices, procedures, and terminology used in law enforcement and corrections work.
- Principles, practices, and procedures related to evidence handling.
- Rules of evidence pertaining to search and seizure and the identification, marking, preservation, and presentation of evidence.
- Principles, practices, and procedures of recordkeeping and inventory.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Independently receive, store, and maintain an inventory of property and evidence.
- Research, analyze, and evaluate disposition of inventoried property.
- Effectively file and index a variety of property items.
- Organize and maintain detailed and accurate records of inventory items.
- Review and examine documents for completeness, sufficiency, and conformity.
- Coordinate activities with a variety of personnel and agencies.
- Present accurate court testimony concerning evidential property.
- Safely handle and care for firearms and other weapons, chemical samples, biological substances, blood, drugs, syringes, and other material to prevent injury, avoid contamination, and assure chain of custody.
- Properly use various Personal Protective Safety Equipment.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the Sheriff's Office and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to graduation from high school, and one (1) year of experience as a storekeeper, stock clerk, or property clerk;

OR

Equivalent to graduation from high school, and

One (1) year of increasingly responsible clerical or support services experience in a law enforcement environment, which included responsibility for checking documents for accuracy and conformance with established guidelines.

College-level coursework is desirable.

Licenses and Certifications:

- Possession of a valid Driver's License and maintain a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a warehouse environment with variation in temperature, including a computer, vision to read printed material and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. May be exposed to hazardous chemicals and infectious diseases during the identification and handling of evidence/property. Finger dexterity is needed to access, enter, and retrieve equipment from upper shelves, data using a computer keyboard, typewriter keyboard, or calculator, and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, climb ladders, and pull drawers open and closed to retrieve file information. Employees must be willing and able to handle firearms and possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical and biological substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing Sheriff's Office policies and procedures.

WORKING CONDITIONS

Must be willing to work evenings, weekends, and holidays. Must be able to pass a thorough background investigation. Must correctly wear and use Personal Protective Equipment.