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City of Alameda  
Code No. 4075  
Approved by C.S.B.  
January 6, 2010

## PROPERTY & EVIDENCE TECHNICIAN

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### DEFINITION

Under supervision performs non-sworn police work and is responsible for the receipt, custody, release, destruction, and safekeeping of property and evidence being held by the City of Alameda Police Department. Performs other related work as required.

### DISTINGUISHING FEATURES

This is a specialized non-sworn classification that is responsible for the administration and technical coordination of the police property/evidence process. Incumbents work independently and are able to perform the full range of duties assigned with only occasional instructions or assistance as unusual or unique situations arise and are fully aware of operating policies and procedures. May, on an occasional and temporary basis, be assigned duties normally performed by other non-sworn uniformed employees.

### EXAMPLES OF DUTIES

1. Receives, stores, maintains, controls records on, releases or otherwise legally disposes of property and evidence.
2. Applies provisions of State, City and Federal codes and ordinances as they relate to property in the custody of the City of Alameda Police Department.
3. In accordance with legal and departmental requirements, testifies in court regarding safeguarding and chain of custody and possession of property and evidence.
4. Operates, accesses and maintains a variety of public safety information programs, equipment, systems and databases, such as California Law Enforcement teletype (CLETS), Criminal Justice Information Control (CHIC), and National Crime Information Computer (NCIC), and other specialized technical computer applications.
5. Operates and uses a variety of equipment and tools to move, store and care for property and evidence.
6. Prepares surplus or unclaimed property for auction.
7. Trains department personnel in practices and procedures related to property and evidence handling.
8. May participate in preparing or processing property or materials for evidentiary purposes, such as photograph processing or duplication of audio, video or other media materials.
9. Maintains up-to-date knowledge of approved methods, practices, systems and equipment pertaining to property and evidence.
10. May participate in a variety of Police Department activities, services, and functions.
11. Researches and prepares a variety of reports, statements and/or logs.
12. Establishes and maintains various records and complex record keeping systems, including specialized computer applications; maintains files and logs; inventories and maintains various supplies and materials.
13. May provide lead direction and training to assigned staff.

### EMPLOYMENT STANDARDS

#### Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school.

Experience: Two years of responsible police department experience and/or experience in inventory and audit procedures or receipt and storage of materials.

Knowledge

Knowledge of organization and functions of a municipal law enforcement agency; modern office practices and procedures; application of modern technology including designated operating programs and software; safe work practices and procedures.

Ability

Ability to effectively coordinate, administer and perform non-sworn police work involved in and related to property and evidence functions; perform clerical work and basic mathematical calculations with speed and accuracy; operate computer equipment, a variety of office equipment and specialized police department equipment including designated computer systems and software; read, interpret, apply and explain complex codes, regulations, and requirements including Penal Code, Civil code and City and County ordinances and other laws governing public property and handling and release of property and evidence, and destruction of narcotics and weapons; render accurate court testimony; maintain level of knowledge required for satisfactory job performance; use initiative and exercise independent judgement; set priorities, meet deadlines and make sound decisions; establish and maintain complex and sensitive records and recordkeeping systems; prepare reports; communicate effectively; act with resourcefulness, courtesy and initiative; establish and maintain effective working relationships with employees, other agencies, and the public.

Typing Skill

Ability to type from clear printed copy at a speed of 35 net words per minute.

Special Requirements

Willingness and/or ability to work on an on-call basis; work irregular duty assignments; wear a uniform and safety equipment; work in a small environment with impounded illegal and personal items; work in confined spaces; work outside in inclement weather; work under undesirable and hazardous conditions; conform to department grooming standards; successfully pass a background investigation; work alone; attend educational sessions as required; travel out of town for one day or more.

Physical and Mental Health

Candidates considered for appointment must pass a job related medical examination including a drug screening, have vision correctable to 20/30 and have normal color vision and hearing. Incumbents must demonstrate a state of physical and mental health consistent with the ability to perform assigned duties.

Other Requirements

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.