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## Organization and Job Duties

### 1401.1 GENERAL

The Property and Evidence Section is placed organizationally in the Support Services Division. It is responsible for the receipt, storage, safekeeping, release and disposal of all property or evidence that comes under the control of Union City Police Department.

### 1401.2 SUPERVISION

The Property and Evidence Section shall come under the management of a Lieutenant. The Property & Evidence Supervisor will provide daily supervision and administrative guidance, which is a civilian management assignment

### 1401.3 JOB DESCRIPTION

- (a) Property & Evidence Technician(s) shall serve as the Department's Property Officers. They are responsible for maintaining security and control of property and evidence that the Union City Police Department acquires through normal duties and responsibilities.
- (b) The Lieutenant shall serve as the Property and Evidence Section Supervisor and will oversee the operations of the Property and Evidence Section. The Support Services Captain and/or designee shall conduct periodic audits, inventories and an annual review and update of the policy and procedures manual.
- (c) Personnel assigned to the Property and Evidence Section must possess a valid California driver license and have a good work record.
- (d) Duties of the Property & Evidence Technician(s) require excellent organizational skills, initiative, and resourcefulness. The work involves high-frequency contact with the public requiring the person to have good interpersonal and communication skills.
- (e) The work shift shall be determined in order to meet the needs of the Department. Overtime may be required in special situations.
- (f) The position requires that the Property & Evidence Technician(s) be able to work with minimum supervision. The Property & Evidence Technician(s) must have the ability to communicate orally and in writing, be able to operate a computer terminal and specialized software related to inventory control and maintain a working relationship with a variety of individuals and organizations.
- (g) The Property & Evidence Technician(s) must have the ability to effectively organize work assignments and establish priorities with minimum supervision.
- (h) The Property & Evidence Technician(s) must have a good working knowledge of California rules of evidence, Penal Code, Government Code, Civil Code, Health and Safety Code, Administrative Code and other related codes as they apply to the evidence/property function.

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#### **1401.4 SPECIALIZED TRAINING**

The recommended training for the Property Evidence Technician(s) and Property & Evidence Supervisor is satisfactory completion of a POST approved basic course on the management of the property function, on-the-job training and other related training courses, seminars and/or conferences as appropriate. A complete listing of all training required for these positions is included in the UCPD Training Matrix.

#### **1401.5 JOB DUTIES AND RESPONSIBILITIES**

The primary duty of Property & Evidence Technician(s) is to log, classify, store, dispense, destroy and release property/evidence to its rightful owner, for court presentation and/or for destruction or auction. Additional duties include, but are not limited to:

- (a) Maintain evidence, found and stored property in such a manner that the individual items are secure from theft, loss or contamination and can be located in a timely manner.
- (b) Ensure necessary automated computer entries are made and maintain other documentation associated with the "chain of custody" for all property (i.e. transfer sheet).
- (c) Ensure the timely and legally correct notification of owners and release/disposal of property recovered, found or seized by the Department.
- (d) Arranges for the transportation of property to and from crime labs, coroner's office, district attorney's office and other locations.
- (e) Operate computer terminals to access information regarding case dispositions and other related information involving the classification and proper disposition of property/evidence.
- (f) Coordinate the disposal of unclaimed and/or surplus property and the special disposal of controlled substances, weapons, currency and hazardous materials pursuant to law.
- (g) Release of property and evidence for court, with a subpoena, to persons legally entitled for auction and for disposal.
- (h) Provide in-service training to Department personnel regarding the appropriate logging, booking, documenting, and storage of property and evidence.
- (i) Provide effective liaison between the Union City Police Department and local, county, state and federal law enforcement agencies.
- (j) Represent the Department while attending state and local association meeting and/or training involved with the management of property and evidence.
- (k) Stay abreast of local, state and federal law involving property and evidence handling. Recommend and facilitate appropriate changes.
- (l) Maintain a clean and orderly property storage facility.

A secondary duty of the Property & Evidence Technician(s) is to assist the Property & Evidence Supervisor in creating a quarterly Property Management Report to the appropriate Lieutenant

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This report shall meet the following criteria:

- (a) Be completed and submitted by the 15th day following the end of each quarter (March 15, June 15, September 15 and December 15).
- (b) Accurately portray the transactions of the quarter including:
  - 1. The number of items taken in, total incoming.
  - 2. The number of items disposed of.
  - 3. The number of items remaining in evidence room.
  - 4. Total amount of cash taken in.
  - 5. Total number of guns.
  - 6. Total amount of drug items.
- (c) Include a comparison of activity including the number of items taken into the Property and Evidence, the total volume of currency, firearms and drugs that moved into and out of the Property and Evidence during the quarter and current year vs. prior year

#### **1401.6 REVISIONS**

Issued: February 26, 2020