PROPERTY AND EVIDENCE SPECIALIST

DEFINITION

Under general supervision, to receive, document, release, or dispose of all property and/or evidence received by the Union City Police Department; to provide lead direction to one Vehicle Maintenance Cadet.

EXAMPLE OF DUTIES

➢ Receive, record, store all items of property or evidence.
➢ Maintain chain of custody records for property items.
➢ Maintain suspense file of stored property, send notices to owners of unclaimed property.
➢ Correspond with property owners, or persons recovering property.
➢ Purge items not to be returned to owners.
➢ Coordinate the auction of unclaimed property.
➢ Answer questions either verbally or in writing from the public regarding the disposition of property.
➢ Coordinate the destruction of evidence with local agencies.
➢ Ensure the security of the property area and stored items.
➢ Maintain records of controlled items (narcotics, firearms).
➢ Access information using automated terminals to determine court dispositions or activity status.
➢ Maintain records of court dispositions and charge sheets.
➢ Oversee the duties of a Police Vehicle Maintenance Cadet.
➢ Order and maintain necessary forms and supplies for the section.

OTHER JOB RELATED DUTIES

Performs other related duties as may be occasionally required.
PROPERTY AND EVIDENCE SPECIALIST

ESSENTIAL QUALIFICATIONS

Knowledge Of:
English usage, spelling, grammar and punctuation; business letter writing, practices, procedures; automated information retrieval systems; principles and procedures for record keeping. Policies and procedures of property handling and disposition; basic business math; modern office methods, practices and procedures; principles of supervision.

Ability To:
➢ Communicate clearly and concisely, both orally and in writing.
➢ Work independently without immediate supervision.
➢ Maintain self-control in dealing with hostile individuals.
➢ Establish and maintain extensive written records and prepare written reports.
➢ Read, learn, interpret, and apply policies and procedures related to custody of property.
➢ Perform basic business math related to the accounting for large sums of money.
➢ Operate a variety of modern office equipment including computer terminals;
➢ Provide lead direction over assigned staff.
➢ File alphabetically, numerically, and chronologically.

EXPERIENCE AND TRAINING

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience – Two years of increasingly responsible clerical experience involving inventory control or a closely related activity.

Training – Equivalent to completion of the 12th grade supplemented by specialized clerical training.

License – Possession, or be able to obtain and maintain an appropriate valid California Driver’s license.

SPECIAL REQUIREMENTS

Essential or important duties require the following physical abilities and work environment.

Ability to work in an office environment; lift items weighing up to 60 pounds; to climb ladders and/or step up on stool while lifting items weighing up to 60 pounds; to handle controlled substances, firearms, and potentially biological contaminated items; to work a (10) hour day, (4) days per week shift.

Successfully undergo a comprehensive personal and business-related background check and polygraph examination.