



POLICE PROPERTY & EVIDENCE CLERK

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under general direction of the assigned supervisor, performs a variety of responsible and complex administrative and technical tasks related to the receipt, storage, and disposal of property and evidence, as well as the collection, processing, and preservation of crime scene evidence; prepares and maintains relevant records; protects and maintains the integrity of evidence throughout the judicial process; ensures compliance with state and local laws regarding the storage and disposition of property and evidence; testifies in court as required; and performs related duties as assigned. .

DISTINGUISHING CHARACTERISTICS

This is a journey-level classification that provides customer service to both internal and external stakeholders. They are distinguished by the performance of the full range of duties as assigned, working independently, and exercising good judgment and initiative. Occasional instructions or assistance are provided as new or unusual situations arise. Positions are fully aware of the operating procedures and policies of this work unit. The Police Property & Evidence Clerk is distinguished from the Police Clerk I/II as the latter performs a variety of clerical and administrative duties, while the former performs similar duties and is more focused on the oversight of property and evidence material.

SUPERVISION RECEIVED/EXERCISED

The Police Property and Evidence Clerk receives general directions from the assigned supervisor. This position does not exercise supervision over staff.

ESSENTIAL FUNCTIONS *Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Receives, records, codes, photographs, and stores police property and evidence for safe keeping, which could include weapons, currency, drugs and jewelry, other found, recovered, confiscated property, digital recordings, etc.
- Closes, or purges property and evidence files; prepares seized property for public auction; designates the manner of property disposal; coordinates destruction of illegal weapons, drugs.
- Maintains records of suspects, victims, charges, dates, case number, booking number; utilizes the CLETS property system to enter seized property; utilizes the current operating system to obtain mailing address information for suspects and victims.
- Responds to all verbal and mail inquiries.

- Receives, processes, and mails out urine, blood samples, and any other necessary evidence for laboratory work;
- Coordinates property and evidence release forms with the District Attorney's Office.
- Contacts and notifies property owners;
- Maintains a full and complete stock of evidence-related supplies, and other office supplies.
- Processes unclaimed and/or confiscated currency.
- Assist customers at the police department front counter taking a variety of reports, answering questions, providing directions.
- Receive and process parking and traffic citations. Collect fees as necessary.
- Take incoming business-related phone calls and/or emails.
- Perform related duties and responsibilities as required.

KNOWLEDGE/ABILITIES/SKILLS *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

Knowledge of

- Principles, procedures, techniques, and proper methods of collecting, receiving, processing, handling, storing, and inventorying property and evidence, including maintenance of the chain of evidence.
- 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 unit.
- Court procedures and operations related to assigned work.
- Principles, practices, procedures, and terminology used in law enforcement work.
- Research and reporting methods.
- Record keeping and inventory principles and procedures.
- City and mandated safety rules, regulations and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City 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 programs, project, and task coordination, including computers and software programs relevant to work performed.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.
- Record-keeping principles and procedures.

Ability to

- Interpret, apply, and explain applicable federal, state, and local codes, regulations, policies, technical processes, and procedures.
- Independently receive, store, preserve and maintain an inventory of property and evidence in accordance with established procedures.
- Research, analyze, and evaluate disposition of inventoried property.

- Organize and maintain detailed and accurate records of property 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.
- Enter data into a computer system and prepare written materials with sufficient speed and accuracy to perform the work.
- Prepare clear and concise reports, documentation, and other written material.
- Maintain confidentiality of data encountered in the scope of work.
- Compile and summarize information.
- Research a variety of topics in assigned areas of responsibility.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner, organize own work, set priorities, and meet critical time deadlines.
- Safely handle dangerous substances and firearms.
- 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.
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Skill to

- Operate standard office equipment, including computers, printers, copiers, etc.
- Operate a motor vehicle safely.

QUALIFICATIONS *(The following are a representative sample of the knowledge/abilities and skills necessary to perform essential duties of the position.)*

Education and/or Experience

Equivalent to a high school diploma or GED certificate. Two (2) years of experience as a Police Clerk II or equivalent position.

License/Certificate

Possession of or the ability to obtain a valid Class C California driver’s license upon appointment. Certification in property and evidence management is preferred.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS

Use independent judgment and initiative particularly when dealing with the public; establish and maintain cooperative working relationships with citizens, peers, police personnel and employees in other departments; remain calm and exercise good judgment; may be required to work evenings, weekends, holidays, etc.; sit for long periods of time at a desk; viewing a computer screen while using a computer keyboard and doing data entry; stretch, kneel, stoop, bend and twist body when viewing, locating, or retrieving files, obtaining reports, additional supplies, etc.

Ability to read and comprehend written documents, computer screens, cash register buttons and tapes, postage meter numbers, typewriter and computer keyboard, copy machine instructions, microfilm documents, etc. Ability to hear and understand normal conversation, verbal directions, questions from the public, telephone callers, etc.