

City of Tualatin Classification Description

Job Title: Property/Evidence Technician
Department: Police
Reports To: Police Services Supervisor
FLSA Status: Non Exempt

SUMMARY: Receives, inventories, controls and disposes of property and evidence seized by officers within the Police Department; maintains records of all evidence; transports evidence to crime labs; presents evidence to defense attorneys, crime victims, suspects and investigators upon authorization from appropriate authorities; does related duties as required.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following; other duties may be assigned.

Receive, inventory, store and maintain custody over property and evidence in the police department. The employee will be responsible for the handling of firearms, ammunition, controlled substances and other potential safety-risk related items; responsible for the disposition of all property and evidence according to policy, laws and court orders.

Assist in the collecting and packaging of evidence during the execution of search warrants and in the processing of crime scenes.

Maintain complete and accurate records on all transactions made on property and evidence such as release of evidence to an officer of the court; transport evidence to and from crime labs and other law enforcement agencies.

Prepares and coordinates the copying, photographing, viewing and release of evidence to district attorneys and defense attorneys.

Coordinate with the public, district attorney, courts and other law enforcement personnel to ensure property disposition of all property and evidence; coordinate with necessary personnel coverage to facilitate disposition of such property. Prepare property for auction.

Provide testimony at legal proceedings related to criminal cases concerning evidence and property.

Ensure that police department equipment and uniforms are maintained; maintain accurate and complete records on equipment and uniforms purchased by the police department. Fingerprint individuals when required.

Drives to city facilities, vendors, training programs, and meetings as necessary.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation. Flexible and adapts to changing work conditions.

Attendance & Punctuality – Consistently at work and on time; Arrives at meetings and appointments on time.

Cost Consciousness - Works within the approved budget; Conserves organizational resources.

Crisis Management – Able to maintain calm in non-standard situations; Recognizes what is most suitable in a given situation; Exhibits decisiveness and responsibility; Knows when to consult and involve others.

Customer Service - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.

Ethics - Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Interpersonal Skills – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the City and its services; Keeps emotions under control; Remains open to others; ideas and tries new things. Able to establish and maintain effective working relationships with the public, other agencies and co-workers.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Oral Communication - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Participates in meetings.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Planning & Organizing – Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics; Works well in group problem solving situations.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes, and ensures others observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures other staff use, equipment and materials properly.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed. Able to work independently or within a team environment.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills: Ability to read and comprehend instructions, correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills: To perform this job successfully, an individual should have knowledge of computerized inventory systems, Database software and Word Processing software.

Certificates, Licenses, Registrations: Ability to obtain LEDS Certification within a time period as established by the supervisor. Possession of a valid driver's license and the ability to meet City driving standards.

Special Qualifications: This position involves the handling of safety-sensitive items such as firearms and controlled substances for the purposes of the maintenance, storage and processing of criminal evidence for potential criminal prosecutions. Employee must be able to pass a background investigation and be free of felony conviction and free of conviction for controlled substances. A criminal conviction may result in disqualification. Ability to work different shifts, which may include weekends and/or holidays. Employees in this classification are required to wear uniforms. Employee will be subject to a post offer, pre-employment drug test screening.

Other Skills and Abilities:

Knowledge of receiving and storing evidence and property. Knowledge of property laws, preservation and handling of evidence. Knowledge of proper handling of weapons; knowledge of law enforcement record keeping procedures and requirements; skill in photography and fingerprinting; skill in the use of office equipment including fax, copier, etc. Ability to coordinate and maintain a large inventory of evidence. Ability to coordinate and prioritize duties and work independently. Ability to work in a safe manner.

EDUCATION AND/OR EXPERIENCE: Graduation from high school or the equivalent general education degree (GED). Experience working with a police agency, preferably in the preservation and custody of evidence, property record keeping, and inventory maintenance. Any combination of

training and work experience that provides the required knowledge, skills and abilities to perform the work may be substituted for the above requirements.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please see the accompanying Physical Requirements for a comprehensive listing of the physical demands of this job. Physical demands will vary some on a day-to-day basis based on the nature of evidence collected and associated crime incidents.

CITY OF TUALATIN PROPERTY/EVIDENCE TECHNICIAN

Frequency Definitions:

- (N) Never: Not required and not done on the job.
- (R) Rare: May be required on a very infrequent basis; less than 1% work shift; may occur 1 - 5 times/minutes per shift.
- (O) Occasional: Occurs between 1% – 33% of an 8-hour work shift; total of up to 2.5 hours per 8-hour shift.
- (F) Frequent: Occurs between 34% - 66% of an 8-hour work shift; total of between 2.6 hours to 5.0 hours per 8-hour shift.
- (C) Continuous: Occurs between 67% to 100% of an 8-hour shift; total of between 5.1 hours to 8.0 hours per 8-hour shift.

WORKING CONDITIONS – CITY OF TUALATIN PROPERTY/EVIDENCE TECHNICIAN

The following working conditions are associated with this position; frequency is indicated for each condition (N, R, O, F, C – refer to Frequency Definitions above).

N	R	O	F	C	Condition	Comments/Detail (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	Indoors	Dedicated evidence room work area
<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	Outdoors	Will collect evidence at crime scenes
<input type="checkbox"/>		X	<input type="checkbox"/>	<input type="checkbox"/>	Extended work hours	Potential at crime scene
<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	Travel to multiple worksites	Crime scenes with Tualatin jurisdiction as assigned
<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Slippery surfaces	Could be crime scene related; weather at scene
<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Low background noise	
<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Moderate background noise	
		X	<input type="checkbox"/>	<input type="checkbox"/>	High background noise	Potential at crime scene; evidence destruction
<input type="checkbox"/>		<input type="checkbox"/>	X	<input type="checkbox"/>	Fumes/odors	Evidence room storage and potential at crime scene
<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Respiratory protection	As appropriate at crime scene
<input type="checkbox"/>		X	<input type="checkbox"/>	<input type="checkbox"/>	Dust	Potential at crime scene; evidence destruction
		X	<input type="checkbox"/>	<input type="checkbox"/>	Varied/extreme temperatures	Potential at crime scene
<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cramped workspace	Potential at crime scene
<input type="checkbox"/>		X	X	<input type="checkbox"/>	Exposure to hazardous materials	Potential at crime scene/processing evidence
<input type="checkbox"/>	<input type="checkbox"/>	X	X	<input type="checkbox"/>	Personal protective equip. required	Collecting & processing evidence
<input type="checkbox"/>	<input type="checkbox"/>		X	<input type="checkbox"/>	Glove use	Collecting & processing evidence
X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vibration – whole body	
X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vibration–extremity (arm, leg ,hand)	
<input type="checkbox"/>	Other (specify)					
<input type="checkbox"/>	Other (specify)					

MATERIALS AND EQUIPMENT USED

Materials and/or equipment and frequency used in this position include (N, R, O, F, C – refer to Frequency Definitions above):

N	R	O	F	C	Condition	Comments/Detail
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	Computer	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	Mouse/Trackball	
<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	Ten Key/Calculator	
<input type="checkbox"/>	<input type="checkbox"/>		X	<input type="checkbox"/>	Copier	
<input type="checkbox"/>		X	<input type="checkbox"/>	<input type="checkbox"/>	Fax Machine	
<input type="checkbox"/>	<input type="checkbox"/>		X	<input type="checkbox"/>	E-mail	
<input type="checkbox"/>	<input type="checkbox"/>		X	<input type="checkbox"/>	Telephone	
X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heavy Equipment	
<input type="checkbox"/>	X	X	<input type="checkbox"/>	<input type="checkbox"/>	Hand Tools	Light weight evidence collection related/evidence destruction
X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power Tools	
	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	Hydraulic Equipment	Hydraulic lift unit in evidence processing
<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	Automobile (company x personal <input type="checkbox"/>)	Travel to crime scene /crime lab

<input type="checkbox"/>	Other (specify)					
<input type="checkbox"/>	Other (specify)					

PHYSICAL DEMANDS – CITY OF TUALATIN PROPERTY/EVIDENCE TECHNICIAN

Physical demands and frequency associated with this position include (N, R, O, F, C – refer to Frequency Definitions above):

N	R	O	F	C	Physical Demand	Description (if O, F, or C checked)
<input type="checkbox"/>	<input type="checkbox"/>	X	X	<input type="checkbox"/>	Standing	Can vary
<input type="checkbox"/>	<input type="checkbox"/>	X	X	<input type="checkbox"/>	Walking	Can vary
<input type="checkbox"/>	<input type="checkbox"/>	X	X	<input type="checkbox"/>	Sitting	Can vary
<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	Driving	Usually within Tualatin city limits
<input type="checkbox"/>	<input type="checkbox"/>	X	X	<input type="checkbox"/>	Lifting/Lowering (Max:50; Avg. 30 lbs.) with assistive equipment? Yes X No <input type="checkbox"/>	Assistive lifting devices available
<input type="checkbox"/>	<input type="checkbox"/>	X	X	<input type="checkbox"/>	Carrying (Max: 100Avg. 30 lbs.)	Assistive devices available
<input type="checkbox"/>	<input type="checkbox"/>	X	X	<input type="checkbox"/>	Pushing (Max: 40; Avg. 15 lbs.)	Muscle force; overhead & forward push
<input type="checkbox"/>	<input type="checkbox"/>	X	X	<input type="checkbox"/>	Pulling (Max: 40; Avg. 15 lbs.)	Muscle force; backward & sideward pull
<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	Dragging	Evidence tote; pieces of evidence
<input type="checkbox"/>	<input type="checkbox"/>	X	X	<input type="checkbox"/>	Climbing (Max height: 5 feet)	Evidence room ladder
<input type="checkbox"/>	X	X	<input type="checkbox"/>	<input type="checkbox"/>	Stairs	Potential at crime scene
	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work at heights	Potential at crime scene
<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Uneven Surfaces	Potential at crime scene
<input type="checkbox"/>	<input type="checkbox"/>	X	X	<input type="checkbox"/>	Balancing	Up/down evidence ladder while carrying; crime scene
<input type="checkbox"/>	<input type="checkbox"/>	X	X	<input type="checkbox"/>	Stooping	Can be controlled by worker posture
<input type="checkbox"/>		X	X	<input type="checkbox"/>	Twisting	Can be controlled by worker posture
<input type="checkbox"/>	X	X	<input type="checkbox"/>	<input type="checkbox"/>	Kneeling	Potential at crime scene
	X	X	<input type="checkbox"/>	<input type="checkbox"/>	Crouching	
X	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Crawling	Potential at crime scene
<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Unexpected motions/reactions	Potential at crime scene
<input type="checkbox"/>	<input type="checkbox"/>	X	X	<input type="checkbox"/>	Reaching overhead	Will vary – evidence storage up to 84"
<input type="checkbox"/>	<input type="checkbox"/>	X	X	<input type="checkbox"/>	Reaching forward	Will vary – storage lockers up to 33" deep
<input type="checkbox"/>	<input type="checkbox"/>	X	X	<input type="checkbox"/>	Reaching shoulder level	Will vary
<input type="checkbox"/>	X		<input type="checkbox"/>	<input type="checkbox"/>	Reaching backward	
<input type="checkbox"/>	<input type="checkbox"/>	X	X	<input type="checkbox"/>	Handling	Collecting/processing evidence; storage; filing
<input type="checkbox"/>	<input type="checkbox"/>		X	<input type="checkbox"/>	Pinching	Collecting/processing evidence
<input type="checkbox"/>	<input type="checkbox"/>		X	<input type="checkbox"/>	Grasping	Collecting/processing evidence
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		X	Seeing	Vision required all job tasks
<input type="checkbox"/>	<input type="checkbox"/>		X	<input type="checkbox"/>	Writing	
<input type="checkbox"/>	<input type="checkbox"/>		x	<input type="checkbox"/>	Depth Perception	Safety, driving to crime scenes; Collecting & processing evidence
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>	Color Vision	Collecting & processing evidence
<input type="checkbox"/>	Other (specify)					
<input type="checkbox"/>	Other (specify)					

Completed by: _____ Title: _____ Date: _____

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