

City of
EDMONDS
Washington

PROPERTY OFFICER/EVIDENCE TECHNICIAN

Department:	Police	Pay Grade:	NE 8
Bargaining Unit:	Law Support	FLSA Status:	Non Exempt
Revised Date:	October 2012	Reports To:	Sergeant

POSITION PURPOSE: Under the supervision of a Sergeant, performs a variety of technical duties in the gathering, processing, identification and dispositioning of evidence in association with law enforcement personnel; prepares and maintains accurate records in property and evidence management to include the chain of custody; facilitates the analysis of drugs, chemicals, firearms and other evidentiary items to be used in the prosecution of crimes; creates and maintains the evidence procedure manual and trains officers in evidence handling procedures; and facilitates the auctioning of unclaimed property and forfeited items.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Receives records, secures, preserves, and stores property and physical evidence for use in criminal prosecution.
- Prepares and transports evidence to appropriate agencies for laboratory and chemical analysis.
- Prepares and transports evidence to and from the County Prosecutor or Medical Examiner and performs specialized chemical analysis tests on substances retrieved by law enforcement officers including marijuana.
- Researches case files and prosecution records for the disposition of property and evidence.
- Maintains all records, logs and files related to criminal evidence related to laboratory and chemical analysis and the final disposition of the evidence.
- Maintains the chain of custody, releases or disposes of property in accordance with specific guidelines and authorizations.
- Prepares items for auction or pick-up and deposits monies from property/evidence into pre-determined accounts.
- Orders and maintains necessary supplies and equipment for property/evidence collection and packaging needs.
- Creates and maintains Property/Evidence Manual; communicates with other City departments, various law enforcement agencies and other organizations to coordinate activities and exchange information.
- Assists at major crime scenes in collection and cataloging of evidence and assists staff with other projects as needed or directed.

Required Knowledge of:

- General police methods, practices and procedures.
- Methods and techniques used in processing and preserving physical evidence.
- Evidence processing techniques and evidence handling procedures.

JOB DESCRIPTION

Property Officer/Evidence Technician

- Statute of limitations and chain of custody related to property/evidence.
- Latent fingerprint examination and comparison techniques and procedures.
- Technical aspects of field of specialty.
- Record-keeping techniques.
- Applicable federal, state, and local criminal and civil laws, codes and regulations.
- Principles, practices and methods of warehousing, including hazards and safety precautions applicable to warehousing.
- Use of police records and their application to the solution of police problems.
- Effective communication principles and practices to include public relations and customer service.
- Modern office procedures, methods, and equipment including computers and computer applications sufficient to perform assigned duties.
- English usage, spelling, grammar and punctuation.
- Maintains physical abilities as noted under Working Conditions (below).
- Performs other duties as assigned.

Required Skill in:

- Receiving, recording, securing, preserving and storing property, and physical evidence for use in criminal prosecutions.
- Releasing or disposing of property in accordance with specific guidelines and authorizations.
- Implementing storage, security, and related procedures for items of a sensitive nature and/or valuable impounded property.
- Coordinating City auctions.
- Maintaining accurate records and preparing associated reports.
- Establishing and maintaining cooperative and effective working relationships with others.
- Meeting schedules and time lines.
- Working independently with little direction.
- Interpreting, applying, and explaining laws, codes, regulations, policies, and procedures.
- Effective oral and written communication principles and practices to include customer service.
- Current office procedures, methods, and equipment including computers and computer applications affecting work.
- English usage, spelling, grammar and punctuation.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma/GED Certificate and three years of law enforcement related work that includes inventory control/warehousing, records management, and evidence processing; OR an equivalent combination of education, training and experience.

Licenses or Certifications:

Valid Washington State Driver License.

WSP Marijuana Leaf Technician Certification, ACCESS Certification, and completion of Criminal Justice Training for Property Room Management is required within a specified period of time after hire.

Must be able to successfully complete and pass background check.

May be required to successfully complete and pass other examinations as required by law or by city and department policies and/or Civil Service Commission Rules and Regulations, including a medical and psychological exam.

JOB DESCRIPTION
Property Officer/Evidence Technician

WORKING CONDITIONS:

Environment:

- Indoor/outdoor environment.
- Driving a vehicle to conduct work.
- Seasonal heat and cold and temperature changes.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the telephone.
- Sitting, standing or otherwise remaining stationary for extended periods of time.
- Operating a computer keyboard and camera.
- Reaching above shoulders, bend horizontally, bend at the waist or otherwise position oneself to accomplish tasks.
- Lifting/carrying and/or otherwise moving or transporting up to 30 lbs.

Hazards:

- The nature of the position can involve situations which may present a danger to personal safety.
- Exposure to hazardous chemicals.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____