

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

PROPERTY AND EVIDENCE SPECIALIST

Civil Service Status: Open-Competitive	Bargaining Unit: Police Officers' Association
Probationary Period: One (1) Year	Approved by City Council: December 7, 2009
Classification Series: Police-Civilian Non-Sworn	Resolution No.: 2009-135
FLSA Status: Non-Exempt	

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision of the Police Management, this non-sworn, non-peace officer, uniformed position performs a variety of technical duties involved in receiving, recording, storing, maintaining, releasing, and properly disposing of property, evidence, and supplies collected by Police Department personnel; to protect the integrity of evidence throughout the judicial process; to perform evidence-related procedures; and perform related duties as required.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Receive, record, store, and maintain property and evidence for the Police Department, including monies and hazardous items such as weapons, narcotics, chemicals (caustic) and a wide variety of property and physical evidence, including video, digital photographic evidence;
- Log all property including identifying information such as model, serial number and crime report number;
- Maintain logs and records of property in custody including current status and location of property, and related records;
- Release or dispose of property and evidence upon authorization and in accordance with applicable policies, procedures, laws, codes, and regulations;
- Process fingerprint cards;
- Maintain evidence for examination and court presentation;
- Communicate with courts on case status and evidence needed; perform other court liaison functions;
- Testify in court regarding the handling of evidence;
- Contact the Department of Justice regarding the release of weapons to owners;
- Prepare evidence and other property for destruction, return to owner, or auction after receipt of authorization from investigating detail or court;
- Input various detailed records into an automated system; maintain accurate and detailed data, verify accurate of information, and update information; prepare reports;
- Respond to inquiries and requests from Police Department employee, law enforcement agencies, and the public;
- Stay informed of new policies and laws pertaining to property and evidence;
- Assist sworn officers with processing and storage of evidence, property, and items of safe keeping;
- Receive, handle, store and account for large/small amounts of U.S. currency, jewelry and other items of personal property;

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- Orders and maintains supplies for the booking of evidence;
- Assumes responsibility for ensuring the duties of their position are performed in a safe, efficient manner;
- Performs other related duties as assigned or as the situation requires;

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Office procedures, practices and equipment;
- Principles and practices of basic report preparation;
- Detailed recordkeeping and filing practices;
- Regulations relative to the custody and handling of evidence and property;
- Law enforcement methods and procedures dealing with the proper collection, preservation and storage of all criminal evidence;
- Good customer service practices;

Skills:

- Possess skills to word process general correspondence, spread sheets, and reports using a personal computer and software application;

Ability to:

- Accept close supervision, criticism and/or discipline and work within an established chain of command organizational structure;
- Accurately assess problem and needs and situations;
- Act in a decisive manner, good judgment, common sense and reason;
- Learn and understand policies, rules, instructions, laws, police literature, rules together with an aptitude for Law Enforcement work;
- Keenly observe and remember names, faces and details of incidents;
- Compile, maintain, process and prepare a variety of reports and documents quickly and accurately;
- Move and sort objects of various sizes, weights and descriptions;
- Obtain information through interviews, interrogation and observation
- Handle confidential information with discretion and in accordance with established procedures and policies;
- Protect the integrity of evidence;
- Move store and dispose of a variety of property and evidence;
- Communicate effectively both orally and in writing;

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- Learn penal, vehicle and other codes;
- Learn the standing policies and procedures pertaining the police operations;
- Understand and carry out complex oral and written instructions;
- Deal tactfully and courteously with the public;
- Work effectively with other employees;
- Make independent decisions in accordance with established policies, procedures, regulations and ordinance;
- Stay composed and work in challenging conditions;
- Establish smooth working relationships and resolve interpersonal conflicts;
- Remain calm and respond effectively in emergency situations;
- Consistently exercise good judgment and reasoning;
- Work rotating shifts, weekends, and in emergencies;
- Work in confined quarters for extended periods of time;
- Stand/sit for long periods of time;
- Effectively handle stressful situations;
- Work overtime as requested;
- Effectively represent the Police Department with concerned individuals, various courts governmental agencies;
- Perform prisoner searches when circumstance require it;
- Assume responsibility for maintaining a safe working environment;
- Develop necessary skills from on the job training and meet standards of performance for the classification by the end of the probationary period;

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- Graduation from high school or attainment of GED (General Education Degree) or CHSPE (California High School Proficiency Examination);

Experience:

- Two (2) years of responsible office experience in the security, control, and maintenance of Evidence and Property including some supervision, experience, preferably in a Law Enforcement of public agency;

License:

- A valid California Class C Driver's License and a satisfactory driving record.

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Special Requirements:

- Must be able to work a rotation shift, nights, weekends, and holidays and a Police Department security clearance;
- Requires wearing uniforms and working in a closely situated work area;
- Must pass a Police Departments background check;

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position;

Bilingual Pay:

- Employees who qualify and are certified to speak Spanish may be eligible to receive bilingual pay;