



PROPERTY AND EVIDENCE SPECIALIST I

Job Description

The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Class Title:	Property and Evidence Specialist I	Effective Date:	July 01, 2020
Working Title:	Property and Evidence Specialist I	Type:	Represented by Keizer Police Assoc.
Department:	Police	Supervisor:	Support Services Supervisor
FLSA Status:	Non-Exempt	Supervises:	None

CLASSIFICATION SUMMARY

Under the general direction of the Police Support Specialist Supervisor and the lead of the Property and Evidence Specialist II, this position is responsible for all phases of property and evidence control in a highly secure environment. This position will also perform other assigned duties within the general scope of the Support Services Unit. These other assigned duties will be determined by the unit supervisor and may vary depending upon operational needs. Personal conduct and behavior (on-duty and off-duty) must be such that it builds public confidence in the agency and its members.

SUPERVISION

Not a supervisory position.

PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS

The physical demands (including lifting, mobility, movement and manual dexterity), work environment and working conditions described below 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.

Physical Demands

In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools, or controls; bend; stoop; and reach with hands and arms. The employee must lift and/or move up to 25 pounds and infrequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. These abilities are necessary to use a computer and various software programs including law enforcement databases, calculator, phone, copy and fax machines, and other related tools and equipment. Mental alertness is important due to the specialized nature of the work involved. The ability to exercise discretion and judgment and to maintain confidentiality is imperative.

Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position.

Working Conditions

In the performance of the job duties, the employee will perform the majority of this job in a warehouse and office environment under usual office working conditions with occasional work performed outside in all types of weather conditions. The noise level in the work area is typical of most office environments, with telephones, frequent interruptions and background noises, but can be moderately noisy while in the field. Duties include contact with employees, other government agencies and members of the public in conflict situations and risk of exposure to bloodborne pathogens and disease.

Occasional work performed off-site in all types of weather conditions. Overtime may occur.

ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned, maintaining regular job attendance and adherence to working hours, and operating a motor vehicle safely and legally while on City business.

95% Evidence & Property Duties

Responsible for all phases of property and evidence functions.

Utilizes extensive knowledge in the security, storage, retrieval and disposition of evidence, found & abandoned property, contraband, and property held for safekeeping. This may include potential exposure to biological / hazardous / explosive materials and items that may be sensitive in nature.

May be requested to accompany investigators to crime scenes for the purpose of logging and tracking evidence. May be subpoenaed to testify in court.

Accurately documents, maintains and preserves records for all current and historical property and evidence from submission to final dispositions. This includes, but is not limited to all digital and physical evidence. Tracks and records all movements of evidence checked out for court, for analysis, to investigators and for disposal.

Prepares disposal manifests, court disposition requests, legal postings and financial documentation, and other required correspondence often requiring extensive research. Maintains and updates the Property and Evidence Operations Manual.

Trains and directs duties of Property & Evidence temporary staff and/or volunteers.

Utilizes and proficiently performs computerized Bar-coding of all property and provides information to management or others as requested. Performs routine audits and inventories. Procures and maintains supplies and equipment pertaining to the handling, packaging, storing and disposal of property.

Transports evidence to and from crime labs or other agencies as needed and coordinates evidence viewings.

Processes prescription drug drop off materials, schedules and delivers to off-site disposal site.

Prepares items of evidence for court-required discovery and to fulfill public records requests.

Prior to firearm release, performs complete criminal history background check on owner for prohibitions.

Provides notification to vendor for testing and resets panel for alarm system controlling both panic and evidence alarms.

Stays current with revised statutes and legal opinions pertaining to property and evidence control, technological advancements in storage, packaging and tracking methods and DNA science applicable to the property and evidence functions. Introduces and makes recommendations for improvement to management.

Provides routine disinfection and general housekeeping of secured restricted evidence warehouse, office, two processing areas, drying room and evidence garage.

5% Support Services Duties

Variable and within the scope of duties performed by the Support Services Unit. Assignment based upon operational need and may include one or more of the following support functions:

Customer Service

Police Report Routing / Processing

Data Entry

Impound Vehicle Processing including Fee Accounting

Other general office functions usually performed as a function of Support Services

MINIMUM QUALIFICATIONS

Education & Experience

High school Diploma or equivalency and two years of experience in a general office, communications or records management position with at least one year in a public safety environment preferred or any equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the essential functions and responsibilities of the position.

Skill & Ability

- Verbal and written fluency in English language.

Licenses, Certifications & Other Requirements

- Pass a comprehensive background investigation.
- Valid driver license at time of hire and maintained during employment.

ADDITIONAL QUALIFICATIONS

Knowledge

- Effective practices, methods, and techniques for storing and recording criminal evidence and personal property.
- General law enforcement practices and procedures regarding evidence and personal property storage, retention, and disposition.
- General law enforcement procedures, policies, and terminology
- Records management and maintenance techniques and practices.
- Business English composition, spelling, and punctuation.
- Standard computer applications and computer operation.
- Basic office operations and equipment.

Skill & Ability

- Familiarize and explain complex laws and statutes to clients of varying backgrounds and educational level.
- Communicate effectively, both orally and in writing.
- Organize and evaluate a variety of information and take appropriate action; ability to pay attention to detail.
- Learn modern methods of criminal investigation and evidence identification.
- Learn court procedures and rules of evidence in criminal law.
- Operate, extract, and input data from and into computer systems with a high level of keyboarding accuracy.
- Demonstrate high levels of proficiency with Law Enforcement and Criminal Justice computer programs.
- Plan, train, and lead designated employees in the completion of various projects
- Operate a variety of general office equipment.
- Exercise independent judgment and self-initiative.

Licenses, Certifications & Other Requirements

- Required at time of appointment: possession of Law Enforcement Data System (LEDS) certification and Criminal Justice Information Services (CJIS) clearance or must obtain both within 90 days. Must be maintained during employment.
- Required within six months of hire: NIMS ICS 100 and 700 certifications.
- Possess or be able to obtain International Association of Property and Evidence (IAPE) property & evidence certification within 3 years of performing the functions of the position.
- Bi-lingual skills desirable.