



CITY OF CHINO

Property and Evidence Technician

Definition:

Under general supervision, maintains control of and preserves property and evidence collected by Police Officers; performs general clerical duties; and does related work as assigned.

Class Characteristics:

Property and Evidence Technicians possess knowledge of specific procedures and processes used in the storage and preservation of property and evidence, and they must be able to work independently. This is a civilian position.

Essential Functions:

- Receive, maintain, preserve, store, and dispose of property and evidence collected in the course of police operations and investigations in accordance with specific laws, rules, regulations, and policies; take photographs.
- Prepare and maintain logs and records of property received, stored, or destroyed/sold; process and/or transport property and blood/urine tests received in evidence to crime lab and identification unit for analysis.
- Remain informed of laws, regulations, and policies relating to property and evidence preservation, storage, and disposal.
- Coordinate and assist in annual auctions of disposable property; maintain security of property/evidence storage areas; order evidence supplies; may give testimony in court as to preservation, storage, or disposal of property/evidence.
- Perform clerical and record keeping duties as may be assigned; research case information as necessary.
- Provide temporary and vacation relief in similar occupational fields as necessary.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

Property and Evidence Technician

Education:

- High School Diploma or G.E.D. (required).

Experience:

- Some experience in a law enforcement agency.

Working knowledge of:

- Related office methods and procedures.
- Principles, codes, regulations, and laws governing Police records management.
- Data processing systems/applications.

Ability to:

- Protect the integrity of evidence.
- Collect, store, and dispose of a variety of property.
- Prepare and maintain accurate records.
- Operate office equipment.
- Operate a computer and use a variety of software programs.
- Take photographs and fingerprints.
- Conduct file/record searches to obtain case information.
- Maintain inventory control records.
- Establish and maintain cooperative working relationships.
- Understand and follow verbal and written directions.
- Work safely, efficiently, and independently.
- Maintain confidentiality of Police matters.

Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, polygraph test, physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category II; 1, 4, 5, 6, 7, 8, 12, 14, 15.

Link to description [here](#)

Employee Unit:

Depending upon assignment, SBPEA (Professional, Technical and Clerical) or Part-time/Temporary/Seasonal

Revised: 10/27/06

Replacing Property and Evidence Technician classification specification dated 8/1/02.

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