

CITY OF SALINAS

SENIOR EVIDENCE TECHNICIAN

BARGAINING UNIT/CLASS CODE:

SMEA / O17

DEFINITION

To assume lead responsibility for the operation of the Police Department's evidence and property system; to supervise assigned staff; to receive, record, store, safeguard, release and disburse evidence and found or abandoned property; maintain separate evidence and property areas; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced-journey level class of the Evidence Technician series. It is distinguished from the Evidence Technician class by the responsibility of staff supervision, and the performance of the more complex and difficult assignments.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned Deputy Chief of Police, and direction from other sworn personnel. Directly supervises Evidence Technician(s) and other assigned staff.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Assist in the planning and implementation of Property and Evidence System organization and utilization. Supervise the day-to-day operation of the Evidence Room units. Train, supervise, assist and evaluate assigned staff. Assist the Deputy Chief of Police in counseling and/or disciplining assigned staff. Perform the more complex and difficult duties and assignments within the Evidence Room operations. Assume lead responsibility for conferring with and assisting sworn personnel, City Attorney's Office staff, investigators, District Attorney's Office staff, court and other law enforcement representatives on matters concerning evidence and property. Receive, record, examine, code, prepare and store various types of personal property recovered, found or turned in as evidence. Design and keep accurate record systems of stored property and evidence to assure security and retrieval capability for court and audit purposes. Arrange for storage of large items and organize the orderly layout of the property storage rooms. Develop and maintain confidential files and records regarding property in custody and its disposition; release property to be used in evidence or to be returned to owners. Forward or hand deliver evidence to various laboratories or experts for appropriate analysis. Establish and maintain chain of custody records of evidential property and testify in court. Coordinate and prepare usable unclaimed property for auction pursuant to State Penal Code provisions. Purge property pursuant to prescribed methods on a regular basis. Keep current records on the location and movement of property within the department, in court or to other locations as necessary. Store, package, catalog and destroy narcotics pursuant to prescribed methods. Destroy illegal and nuisance weapons and transports illicit materials, chemicals and valueless items for disposal or destruction. Pick up, return or transport property, equipment and supplies as required. Type, enter and verify the variety of property and evidence data on a personal computer; prepare related reports. Perform related duties as assigned.

**CITY OF SALINAS
SENIOR EVIDENCE TECHNICIAN (continued)**

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computers, business machines and related equipment; vision sufficient to read fine printed materials, visual display terminals, detect subtle shades of color; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment and climb ladders and stairs, physical strength to lift up to 50 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Physical mobility sufficient to lift boxes, climb ladders and stairs to retrieve various types of evidence. Ability to drive an automobile.

QUALIFICATIONS

Knowledge of:

Proper procedures, principles, policies and laws relating to custody of property. Employee training and supervision principles, methods and practices. Complex recordkeeping, storage, and filing systems. Safety practices relating to handling of evidence and property.

Ability to:

Maintain exact records and organize accurate recordkeeping and storage systems. Train, assist and supervise assigned staff. Interpret and understand Penal, Health and Safety codes. Store evidential property without loss or damage. Learn and apply laws and regulations governing preservation of evidence. Communicate clearly and concisely, orally and in writing. Type and enter data on a personal computer from written training manual or verbal instruction. Process numerical and alphabetical data with a high degree of accuracy. Maintain confidentiality about information accessed in work activities. Establish and maintain cooperative relationships with those contacted in the course of work. Work independently in the absence of supervision.

License or Certificate:

Possession of a valid California Driver's License.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to completion of the 12th grade, and two (2) years of work experience at the level of Evidence Technician.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 6-89, REV: 2-94, REV: 2-07