

State College Borough

Technician - Property and Evidence

Job Description



REPORTS TO: Police Lieutenant or Sergeant
ROLE & LEVEL: T4

DEPARTMENT: Police Administration
FLSA STATUS: Non-exempt

WORK OBJECTIVE:

The Property and Evidence Technician is responsible for ensuring that all property and evidence items obtained in connection with law enforcement activities are properly submitted, stored, preserved, and secured. Work is performed under general supervision with limited latitude. Position exercises some judgment in accordance with well-defined policies, procedures, and techniques.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Receives, stores, releases, inventories, controls, disposes of and maintains security of a wide variety of property and evidence in the custody of the police department.
- Examines each item for proper packaging and documentation submission and accepts or rejects said item
- Initiates inquiries on property and evidence to obtain information on ownership for possible release and disposition; disposes of property and evidence in accordance with applicable laws, policies and best practices.
- Works with investigators to log all evidence, obtain dispositions, obtain evidence destruction orders, and destroy evidence
- Enters property/evidence into evidence system ensuring proper packaging, labeling, and storage. Properly prepares evidence for submission to state laboratories and properly arranges for delivery; receives and re-enters into evidence upon its return
- Maintains and accounts for chain of custody; instructs officers and volunteers in evidence procedures
- Assists in conducting audits and inventories for accountability and accreditation purposes
- Maintains a database inventory of all high risk items to include money, firearms, drugs, and jewelry; inventories all of these high risk items at least once a year for compliance with property and evidence procedures.
- Stays current with federal, state and local legal precedents and court decisions pertaining to property and evidence issues
- Reconciles equipment received with submitted purchase orders and authorizes payment
- Orders, stocks and maintains uniforms, equipment, and evidence packaging supplies

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- Arranges for maintenance and repair of equipment and re-programming of radios
- Answers telephone, greets visitors to the police station, and provides appropriate directions, information or referrals to the Police Department and other agencies
- Performs records checks in various databases for officers or records office personnel
- Prints out and mails crash reports as requested

Supervision:

- None

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of relevant regulations and laws pertaining to property, evidence, and chain of custody processes
- Knowledge of legal and police procedures and ability to apply that knowledge in handling assigned incidents
- Knowledge of legal processes associated with the maintenance of public records and documents
- Knowledge of modern office practices, procedures, filing systems, and police records management systems
- Skill in the use of Microsoft Office products (Word, Outlook, Excel, and Access)
- Knowledge of and ability to use the police records management system
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to understand and execute oral or written directions and to prepare clear and comprehensive reports
- Ability to maintain strict confidentiality of sensitive employee and organization information at all times
- Ability to maintain detailed accurate records and create and maintain databases
- Ability to obtain and record necessary information quickly and accurately
- Ability to meet and deal with the public with tact and diplomacy
- Ability to communicate effectively, verbally and in writing

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MINIMUM QUALIFICATIONS:

- High school diploma or GED; supplemented by two or more years of responsible experience in a position involving public contact; or an equivalent combination of education, certification, training, and/or experience. Must be able to meet requirements for access to state and national databases (CLEAN, NCIC). Must have Property and Evidence training through the International Association for Property and Evidence or the Commission on Accreditation for Law Enforcement Agencies (CALEA). Must be able to pass a comprehensive, pre-employment background check to include a financial background investigation. Must possess a valid Pennsylvania driver's license.

In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

- Associate's degree

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the periodic performance of moderately physically demanding work, usually involving lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 50 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve some climbing, stooping, kneeling, crouching, or crawling. Tasks may involve extended periods of time at a keyboard or work station.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Some tasks require manual dexterity. Tasks require visual perception and discrimination. Tasks require oral communications ability. Tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between State College Borough and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date