

POLICE PROPERTY AND EVIDENCE CLERK

DEFINITION

Under general supervision, to perform a variety of specialized non-sworn manual, clerical, and other duties involved in receiving, storing, disposition, and release of property and evidence collected by Police Department staff; to maintain control of records of evidence, found property, and other items; and to do related work as required. Serves as Disaster Service Worker. FLSA Status: Non-exempt. Bargaining Group: Atwater Police Officer's Association (Miscellaneous) Unit.

DISTINGUISHING CHARACTERISTICS

Police Property and Evidence Clerk is a single incumbent, non-sworn position in the Police Department with duties related to the day-to-day operation of the Property Room and the integrity of evidence stored in that location. The Police Property and Evidence Clerk exercises independent judgment and initiative and performs duties assigned with a minimum of direction and supervision. The incumbent must be able to work a flexible schedule to include overtime and emergency call-back.

REPORTS TO

Police Administrative Supervisor or as assigned.

CLASSIFICATIONS SUPERVISED

This is not a supervisory class.

ESSENTIAL FUNCTIONS

Receives, categorizes, stores, and maintains custody of a wide variety of evidence, property, weapons, and other items in accordance with applicable local, state, and federal laws and regulations; releases evidence and property to the Crime Lab and to sworn staff for court purposes, to rightful owners upon authorization, and to contract vendors for auction purposes; maintains comprehensive records related to evidence and property; maintains custody of seized firearms, prepares teletype requests regarding the stolen status and ownership of seized firearms, and places firearms and other weapons in secured lockers; staffs the Property Room/Property Counter and assists callers and the public in person and by telephone; responds to inquires and requests from department staff, law enforcement agencies, and others; uses a computer and applicable software to enter and maintain data and produce a variety of correspondence and reports; selects released property for disposal or auction, contacts contract auctioneer, provides for the transfer of property into the auction process, and coordinates the resulting deposit of funds; communicates with property owners, victims, vendors, and court and legal representatives regarding property and evidence

questions; directs or provides for the transportation of items to and from City storage facilities; assists with or provides for the transportation of weapons, rape kits, urine samples, and other evidence for physical analysis and/or court proceedings; assists with or provides for the transportation of firearms for destruction and records data relative to destruction; lifts and carries a variety of property, evidence, and other items; drives a vehicle on City business; testifies in court; and performs other projects/tasks as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Sit and stand for prolonged periods of time; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer keyboard and screen, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in a Property Room/Property Counter environment. The incumbent walks on slippery or uneven surfaces, kneels, crouches, twists, climbs ladders and stairs, reaches, bends, pushes, pulls, drags, grasps, and lifts property and evidence and other items. The incumbent works in extreme cold when working in the evidence freezer. The incumbent may be exposed to dust, dirt, bugs, rodents, rodent droppings inherent in storage facilities, and a variety of hazardous compounds which may be found on property/evidence to include materials contaminated by blood and other human products and explosive materials. The incumbent has substantial contact with other Police Department staff; additional contact is made with law enforcement representatives from other agencies, court officials, and the general public. The incumbent drives a vehicle on City business, and must be able to meet the physical requirements of the class.

MINIMUM QUALIFICATIONS**Knowledge of:**

- English usage, spelling, grammar, and punctuation.
- Recordkeeping procedures.
- Customer service and telephone techniques.
- Report and memo writing.
- Applicable safety precautions and procedures.
- Basic material handling procedures.
- Computer programs and word processing applications as they relate to area assigned.
- Basic math.

Ability to:

- Learn, interpret, and apply applicable laws, operating policies, methods, rules, and regulations.
- Learn, interpret, and apply applicable sections of the Atwater Municipal Code and California Penal Code.
- Understand and carry out oral and written directions with limited supervision.
- Maintain accurate records and filing systems.
- Communicate effectively orally and in writing.
- Use good judgment and make sound decisions in accordance with established policies and procedures.
- Operate a personal computer and use applicable software programs.
- Interact with the public with courtesy and tact.
- Maintain the confidentiality of sensitive law enforcement information.
- Establish and maintain effective relationships with those contacted in the course of work.
- Read and write at the level required for successful job performance.

Training and Experience:

- Two (2) years of experience in law enforcement, records management, or a directly related field.

SPECIAL REQUIREMENTS

- None.

Education:

- Equivalent to graduation from high school. Additional course work or training in property and evidence management as sponsored by the Peace Officers Standards and Training (POST) Commission is desirable.

License:

- Possession of a valid California driver's license.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Atwater assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.