

<b>ORGANIZATION:</b>	<b>City of Canby</b>	<b>DATE:</b>	<b>May 2012</b>
<b>DEPARTMENT:</b>	<b>Police</b>	<b>UNION:</b>	<b>Police Association</b>
<b>TITLE:</b>	<b>Property &amp; Evidence Technician</b>	<b>FLSA STATUS:</b>	<b>Non-Exempt</b>

**PURPOSE OF POSITION:** Position performs all necessary tasks to handle property and evidence.

**ESSENTIAL JOB FUNCTIONS:**

Intake, security and storage of all property taken into custody by any member of the Canby Police Department. Chain of custody on all property to include proper tracking of property via CLASS and PIC's (Property in Custody reports).

Notification to owner of property on procedure and time limit in which to claim their items. Tracking, preparation and release to auction of all property meeting criteria under the law. Disposal of property according to law.

Maintenance of Property room, property inventory and control; maintenance of crime scene investigative materials. Annual audit of property room.

Maintain continual processing of property with emphasis on consistent movement of property via: release, disposal or sale according to law.

Response to crime scenes in Canby to assist in evidence identification and collection as requested. Photography and diagram drawing at crime scene. Transport of evidence to secure lockers - transport to indicated crime lab for analysis

Participate in the Inter-Agency Teams or other task force or special investigative teams as an evidence technician as needed.

May assist sworn officers by providing traffic control, or assisting a sworn officer at a crime scene.

Perform fingerprinting services for the Canby Police Department as needed.

Be active in crime prevention in Canby to include neighborhood watch programs, neighborhood association groups; K-12 school involvement and local merchant activities.

Perform purchasing and administrative activities related to property and evidence identification, collection, transport, storage and destruction.

Maintain cooperative working relationships with City staff, other organizations and the general public. Participate in collaborative problem solving with other City staff in areas relating to code enforcement.

Follow all safety rules and procedures for work areas.

Coordinate and perform other projects, functions, and tasks, as assigned.

**AUXILIARY JOB FUNCTIONS:** Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner. Support and respect diversity in the workplace.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Advanced knowledge of applicable federal, state and local laws and ordinances, police procedures and practices, and the operations of the criminal justice system and judicial process. Familiarity with police procedures; evidence and property custody procedures. Advanced knowledge of office practices and

procedures, business English, word processing and spreadsheet software. Ability to communicate verbally and in writing. Ability to work with limited supervision, organize job tasks under competing requirements; perform physical demands of the job, and withstand exposure to variable weather conditions. Knowledge and ability to operate law enforcement equipment, including firearms, safely; to negotiate with diverse individuals and groups; to retain composure under difficult situations; and operate general office equipment and software. Ability to use discretion when dealing with confidential and sensitive issues. Must have ability to make independent decisions and mediate problems, issues or concerns. Ability to operate from established and well-known procedures, determine own practices and procedures, and participate in and recommend development of policies and processes. Error impact in property/evidence handling could result in criminal case loss and potential legal liability to organization. Equivalent to an Associate's Degree in Police Science, or a related field, and over two years of progressively responsible experience in an evidence collection, police reserve, or other law enforcement position, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

**SPECIAL REQUIREMENTS/LICENSES:** Possession of valid driver's license and acceptable driving record. Must be at least 21 years old by the date of the appointment. Possession of or ability to obtain LEADS certification within six months of appointment.

**DESIRABLE REQUIREMENTS:** Knowledge of City ordinances and word processing software utilized within the department.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 15 pounds on a regular basis such as evidence, files, books, office equipment, etc., and may infrequently require moving materials weighing up to 100 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as a motorized vehicle, computer keyboard, calculator, and standard office equipment.

**WORKING CONDITIONS:** 50% of the duties are performed under usual office working conditions where the noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. 50% of duties are performed outside the office; in a vehicle, on foot or at crime scenes. Activities require working indoors and outdoors in all types of environmental and weather conditions, and may expose incumbent to hazardous materials; including garbage, bio-hazardous waste, narcotics, blood, urine, and exposure to methamphetamine in evidence handling. Position requires handling of large sums of currency and varying types of firearms occurs regularly. Work conditions involve frequent new, varied, and diverse work situations with a high to moderate degree of complexity. May occasionally encounter angry and/or hostile people in the field. Position is subject to on call status, including call out after regular business hours, and on weekends and holidays.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a typical function assigned to this position. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

**SUPERVISION RECEIVED:** Works under the general supervision of the Chief of Police. May take direction from the Lieutenant or a supervising Sergeant.