

CITY OF SALEM
POLICE PROPERTY TECHNICIAN

00404

NATURE OF WORK

This is responsible work in the management, storage, and records maintenance of police evidence and property, and in the acquisition and disbursement of a variety of supplies, equipment, services, and recovered property for the Police Department.

Work involves responsibility for receiving and storing evidence related to a variety of police investigations, acquiring and dispensing a wide range of supplies utilized by the Police Department, and maintaining computerized records of evidence and property inventory for the Police Department including the eventual disposition of evidence according to regulations. Work involves property handling and storage techniques for evidence items which may be unsanitary or require special storage.

Work is performed with considerable independence based on Department operating procedures, specified goals of the supervisor, and purchasing regulations. This is not a full supervisory classification, but work direction of volunteers or assistants or the training of new employees is expected.

This classification is distinguished from the Police Records Technician by the responsibility to manage, properly store, and account for all stored police evidence and property for the Police Department with considerable independence. It is distinguished from the Police Community Services Supervisor by the absence of authority to supervise others.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed and some positions may involve essential duties which are not listed.)

Receives, manages, and accounts for all evidence and property in the custody of the Police Department ensuring compliance with state statutes, city ordinances and departmental procedures; maintains necessary records regarding the handling of property and evidence. Oversees release of police evidence to attorneys and law enforcement agencies. Records, tags and stores evidence within established guidelines. Testifies in court regarding chain of evidence. Coordinates the disposition of unclaimed properties which are not longer utilized for evidence purposes.

Responds to complaints and questions from the public regarding property, handling of evidence, acquisition and disposition.

Develops, maintains and monitors inventory and vendor and service contracts. Orders equipment, supplies and uniforms used on a regular basis. Arranges for necessary repair of equipment.

Maintains detailed computerized records of police property movement and inventories. Unpacks incoming materials and supplies; compares delivery receipt with purchase order and inspects condition of goods. Verifies correct price charged for equipment and supplies and authorizes payment by the Finance Department. Develops bid specifications and solicits proposals.

Develops procedural methods to improve Police Department operations and security of property and evidence received.

Negotiates and administers departmental contacts for supplies and services including responding to, investigating and making recommendations regarding quality and quantity of services and/or goods as prescribed in the specifications.

Performs other work as required.

WORK QUALIFICATIONS

Considerable experience of a progressively responsible nature in property management with some experience in computerized record management and in the acquisition of supplies and the disbursement of inventory, experience with storing police evidence is desirable; course work or training in property management and computer systems; or any equivalent combination of experience and training which provides the following knowledge, skills, and abilities:

Thorough knowledge of the Police Department's regulations, procedures, and ordinances regarding police evidence, chain of custody, and government purchasing regulations; or the ability to acquire such knowledge within probationary period.

Considerable knowledge of computerized record systems.

Knowledge of state and federal privacy and security laws as related to police records.

Considerable knowledge of police evidence and inventory maintenance procedures, including handling of potentially hazardous evidence.

Knowledge of store keeping or warehouse procedures.

Knowledge of supplies, materials and equipment for determination of prescribed specifications.

Considerable skill in the operation of a mainframe terminal and personal computer and other modern office equipment such as fax machines, calculators, and copiers.

Considerable ability to plan and organize work during continual interruptions.

Considerable ability to learn and apply City of Salem purchasing and requisition procedures within the probationary period.

Ability to conduct research and develop procedures and guidelines to improve Police property operations.

Considerable ability to communicate effectively, both orally and in writing, and compose technical specifications for the purchase of goods or services.

Ability to maintain records in a timely, accurate and organized manner.

Ability to work with diverse groups of people.

Ability to maintain records in a timely, accurate and organized manner.

Possession of a valid Oregon driver's license, or a Class C license and the ability to meet City driving standards is desirable.

Must be able to pass a police background check.

Ability to lift heavy stock items up to 55 pounds. Work involves bending, stooping, reaching, and climbing to store various items of evidence. Work hours vary from a traditional 8 to 5 work day including some holiday, evening, early morning, and weekend work. Work involves handling evidence items with safety precaution which may be awkward to handle, unsanitary, or which require special storage. Work involves interruptions, handling a variety of goods, working with a wide variety of people, some of which may be upset about the confiscation of property by law enforcement authorities. Work occasionally required appearance in court procedures to testify about the chain of custody of evidence. Work involves sufficient concentration to maintain

accurate, computerized records of evidence received, issued, and destroyed and for the preparation of detailed purchase documents and the inventory of police property.