



Evidence and Records Technician

Classified Range: 38

Board Approved: 11/18/21 P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Performs a variety of specialized non-sworn manual, clerical and other duties involved in the collection, recording, processing, preservation, monitoring, and identification of evidence and found property.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Utilizes the Records Information Management System (RIMS) to enter property and evidence data; enters transactions from the date of receipt to date of release or disposal; enters parking citations and field investigation cards upon completion from department personnel on patrol.
2. Assists with questions and inquiries at the District Police Department related to evidence, records, and lost and found property.
3. Assists in the issuance and maintenance of records related to department issued security access codes throughout District properties.
4. Receives, records, categorizes, packages, and stores various types of property that have been recovered, found or turned in as evidence by District Police Department personnel.
5. Maintains accurate chain of custody records regarding property and evidence in Police Department possession and its disposition; completes all required documentation for release of property and evidence; updates RIMS as necessary.
6. Operates a variety of communications equipment including telephone, two-way radio, and computer equipment; accesses the California Law Enforcement Telecommunication System (CLETS) and other public safety telecommunications and departmental information databases.
7. Obtains police reports, incident reports, and court orders; prepares and provides reports to outside agencies as related to evidence; responds to information requests from local law enforcement and government agencies.
8. Audits and conducts inventory of property and evidence rooms; schedules and ensures the destruction or auction of all unclaimed property.
9. Operates standard office equipment, including, but not limited to, barcode scanner, and video surveillance system.
10. Operates and maintains Live Scan fingerprint equipment and records; performs tasks related to the rolling of fingerprints in both live scan and ink forms; schedules fingerprinting appointments.
11. Types and/or retrieves police reports, incident reports, and other materials related to the position duties; processes, files or duplicates related documents as appropriate.



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12. Prepares, packages, and transports criminal case reports to the District Attorney's office for review, filing, and court proceedings; obtains court orders for the destruction or return of property.
13. Performs other duties related to the primary job duties.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

CORE COMPETENCIES:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Critical Thinking

- Analytically and logically evaluates information to resolve problems



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- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines

Education/Training:

- Equivalent to the completion of high school.



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Experience:

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

License or Certificate:

- Fingerprint Rolling Certification required at time of employment.
- Possession of a valid California driver's license.
- Possession of or ability to obtain CLETS Certificate

Appointment to Evidence and Records Technician Position

Appointment to position is contingent upon satisfactory completion of a background investigation by an independent investigator including, but not limited to, investigation of past employers, employment records, licenses, certifications, education, references, criminal and civil records, and consumer credit check. All applicants will be required to execute appropriate waivers and releases, answer questions, and be interviewed by investigator as a condition of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: The District Police Department is a 24-hour-per-day, 7-days-a-week operation, which requires rotating shift work (days, swing, or graveyard shifts, weekends and holidays).

Work is performed primarily in a standard office setting with frequent interruptions and distraction; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.