



Evidence and Records Technician

Classified Range: 38

Board Approved: 07/11/2019 P. 1|3

*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

Under general supervision, performs a variety of specialized non-sworn manual, clerical and other duties involved in receiving, storing, disposition and release of property and evidence collected or confiscated by the District Police Department personnel; maintains control records of evidence, found property and other items.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Responsible for property and evidence processing during chain of custody, including but not limited to, collection, storage, handling, tracking, release, and disposal.
2. Assists with questions and inquiries at the District Police Department related to evidence, records, and lost and found property.
3. Receives records, classifies packages, and stores various types of property that have been recovered, found or turned in as evidence by District Police Department personnel.
4. Maintains files and records regarding property and evidence in Police Department possession and its disposition; updates records management system as necessary.
5. 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.
6. Obtains police reports, incident reports, and court orders; prepares and provides reports to outside agencies as related to evidence.
7. Assists with audit and inventory of property and evidence rooms.
8. Operates stand office equipment, including, but not limited to, barcode scanner, and video surveillance system.
9. Operates and maintains Live Scan fingerprint equipment and records.
10. Types and/or retrieves police reports, incident reports, and other materials related to the position duties; processes, files or duplicates related documents as appropriate.
11. 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.
12. Performs other duties as required, related to the primary job duties of the position.



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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.

Knowledge of:

- Laws, regulations, practices and procedures pertaining to property and evidence collection, storage, handling, tracking, release, and disposal.
- Fingerprint processing procedures according to California Department of Justice standards.
- Processes and procedures for requesting court orders.
- Electronic record keeping and file systems.
- Record keeping practices and procedures.
- Standard radio and telephone communications receiving and transmitting equipment.
- Standard broadcasting procedures and roles.
- Operations of common radio equipment.
- Basic computer knowledge.
- Modern office practices, procedures, and equipment.
- Telephone techniques and etiquette.

Ability to:

- Maintain evidence information in the District Police Department records management system and maintain accurate inventory records.
- Testify in court regarding the chain of evidence.
- Access the California Law enforcement Telecommunications System (CLETS) and other public safety telecommunications and departmental information databases.
- Communicate effectively both orally and in writing.
- Exercise good judgment and make sound decisions in emergency and non-emergency situations.
- Effectively communicate with and elicit information from upset and irate citizens.
- Operate computer systems, photocopier, multi-line phone system, and other office equipment.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain accurate reports and records related to duties performed.
- Maintain security and confidentiality of confidential and restricted information.
- Perform a variety of clerical work as needed.



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Education and Experience Guidelines – Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

- High school diploma or equivalent. Supplemental coursework in a related field is preferred.

Experience:

- Two years of experience in law enforcement, records management, dispatch or a related field.

License or Certificate:

- Fingerprint Rolling Certification required at time of employment.
- Possession of a valid California Class "C" driver's license.

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 lift, carry, push, and/or pull light to moderate amounts of weight; 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.