

# CITY OF WEST LINN

## JOB DESCRIPTION

### **Job Title: PROPERTY/EVIDENCE TECHNICIAN**

#### General Functions:

Under the direct supervision of a Sergeant, the Property/ Evidence Technician performs a variety of duties related to obtaining, securing, recording and disposing of property and evidence; collecting forensic evidence, taking photographs of crime scenes and data entry.

#### Duties and Responsibilities:

*(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)*

- 1) Contribute to a positive work environment.
- 2) Receive, inventory, store and maintain custody over property and evidence; responsible for disposition of all property and evidence including money, narcotics, weapons and paraphernalia according to written policies, procedures, laws and court orders.
- 3) Maintain records on all transactions made on property and evidence such as release of evidence to an officer for court; transport evidence to and from crime labs and other law enforcement agencies.
- 4) Enter departmental records and property control information to computer and Law Enforcement Data System.
- 5) Coordinate with the public, district attorney, courts and other law enforcement personnel to ensure proper disposition of all property and evidence according to the law; coordinate necessary personnel coverage to facilitate disposition of such property.
- 6) Present evidence to attorneys, crime victims, suspects and investigators upon receipt of proper authorization from courts; testify in court as to the preservation of the chain of evidence.

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- 7) Using various chemicals, powders and materials, collect latent fingerprint impression, trace evidence, footwear and tire tread impressions, tool/pry mark impressions, etc., which may require proper handling of hazardous/toxic materials.
- 8) Photograph crime scenes in a manner which accurately reproduces and shows vital elements of the scene for investigative and court purposes.
- 9) Responsible for developing safe work habits and contributing to the safety of self, co-workers and the general public.

#### SPECIFICATIONS:

*(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered.)*

#### 1) Job Preparation:

##### a) General:

- i) Must possess, or be able to obtain by time of hire, a valid Oregon Driver's License;
- ii) No disqualifying criminal history;
- iii) Must be able to read and write the English language; and
- iv) Two years of general office, communications, or records management experience.

##### b) Education:

- i) High school diploma or equivalent.

##### c) Prior Work Experience:

- i) Knowledge, skills and abilities:
  - 1) Knowledge of receiving and storing evidence and property;
  - 2) Knowledge of property laws, preservation and handling of evidence;
  - 3) Knowledge of proper handling of weapons;

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- 4) Knowledge of record keeping procedures and requirements;
- 5) Skill and ability to use general office equipment;
- 6) Ability to learn and apply the applicable laws, ordinances and department policies and regulations.

#### 2) Supervision:

Received: Receives direct supervision from the assigned Sergeant.

Exercised: This is not a supervisory classification.

#### 3) Communication:

This classification has a moderate level of contact with others. Communication is face-to-face or by telephone. Communication with the public is oriented toward sharing information and may be confidential. Communication within the agency or with other agencies may exhibit some degree of complexity and be confidential.

#### 4) Cognitive Functions:

The work is performed with a high level of independence using established and accepted procedures. Problems and decisions are of moderate difficulty with some precedent and guidelines. The essential functions of the job include a moderate degree of complexity.

#### 5) Working Conditions:

- a) Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.
  - i) While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is regularly required to stand; walk; use hands to handle or feel objects, tools or controls; reach with hands and arms. The employee is regularly required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
  - ii) The employee must occasionally lift and/or move up to 50 pounds. The employee may occasionally be required to assist another person when lifting items in excess of 50 pounds. Specific vision abilities required by this job

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include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

- b) **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  - i) While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals blood-borne or airborne pathogens, extreme cold, extreme heat and vibration.
  - ii) The noise level in the work environment is usually quiet to moderately noisy.
- c) **Resource Accountability:** This classification may make budgetary recommendations and is accountable for control of limited inventory resources.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*