

## **City of Oregon City**

**Position: Property and Evidence Technician**

**OCPEA**

**Department: Police**

**FLSA: Non-Exempt**

**Evaluated by: Captain**

**See Police Salary Schedule**

### **Summary**

Performs a variety of duties related to obtaining, securing, recording and disposing of property and evidence; receiving forensic evidence, taking photographs of crime scenes, perform fingerprinting as needed, footwear and tire tread impressions, tool/pry mark impressions, blood spatter interpretation and evidence recovery, proper handling of hazardous/toxic materials. Provides customer service in person and by telephone; gathers, prepares and inputs data; prepares correspondence; proofreads and edits information; retrieves files, and performs a variety of related clerical tasks in assigned area of responsibility.

### **Essential Duties and Responsibilities**

*(An employee in this classification may perform any of the tasks listed, however, these examples do not include all the tasks which an employee may be expected to perform.)*

Contribute to a positive work environment.

Receive, inventory, store and maintain custody over property and evidence; i.e., found property, weapons, personal property, chemicals, jewelry and money.

Receives, inventories, and stores a variety of crime scene materials for collections, and analysis of evidence; narcotic evidence testing chemicals; including evidence storage containers; bins, boxes, cabinets as well as evidence collection materials; bags, boxes, envelopes, tape, powder, cards, brushes, gloves, etc.

Marks and stores all evidence in an orderly and timely manner for quick retrieval; documents all handling of evidence and property; maintains logs, generates reports, etc.

Researches and tracks case dispositions for disposal (purging) and release of evidence and property in an orderly and timely manner.

Upon notification of case closure/adjudication from an appropriate authority, shall destroy or dispose of evidence and property, or return to owner, in an efficient and timely manner.

Maintains accurate manual and automated inventory systems and records of all property and evidence, properly marking, tagging, and packaging evidence and property according to established procedures.

Communicates with owners of property and answers citizen inquires and complaints regarding property disposition.

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 enforcements agencies.

Enter records, property, digital photographs into the departments' computer storage system.

Coordinate with the public, district attorney, courts and other LE personnel to ensure proper disposition of all property and evidence according to the law; facilitate disposition of such property in the most effective and efficient manner under law.

Present evidence to attorneys, crime victims, suspects and investigators upon receipt of proper authorizations from courts; testify in court as to the preservations and chain of custody of evidence.

Respond to assist police officers on search warrants , crime scenes, evidence or property recovery; package, tag, photograph, record and return evidence and property to the Evidence/Property Room.

Using various chemicals, powder and material to collect latent fingerprint impression, trace evidence, footwear and tire tread impressions, and tool/pry mark impressions.

Photograph crime scenes in a manner which accurately reproduces and shows vital elements of the scene for investigative and court purposes.

May talk to groups of people on law enforcement and community services matters.

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

### **Special Requirements**

Must possess, or be able to obtain by time of hire, a valid Oregon Driver's License.

Must be able to pass the department and DPSST security clearance standards including review of driving record to become LEDS certified.

### **Abilities**

Requires a working knowledge of departmental rules, regulations and operating procedures.

Knowledge of and skill at accessing, researching, and entering information into law enforcement databases.

Requires sufficient math skills to compute basic statistics and measurements.

Requires sufficient English language skills to prepare police reports, evidence descriptions and other documents in a clear and concise manner.

Requires a working knowledge of the methods and produces used in recovering, storing, controlling, and preserving property.

Knowledge of applicable City, State and Federal Laws and statues covering evidence and property; disposal, statute of limitation, and the State Finders Law.

Requires knowledge, techniques, skills for maintaining organized records, inventories and tracking systems.

Requires handling of sensitive and dangerous evidence; drugs, weapons, etc.

Requires the ability to carry out the essential functions of the position.

Requires the ability to learn, apply and interpret laws and law enforcement information.

Requires the ability to work as a contributing member of a team, work productively, patiently, and cooperatively with other teams, customers and community partners.

Requires the ability to follow strict and proper procedures to preserve and maintain custody of evidence, records and to dispose of evidence/property.

Requires the ability to handle confidential matters.

Requires the ability to follow written and oral instructions.

Requires the ability to work independently, prioritizing multiple tasks, to meet deadlines while maintaining accuracy and attention to detail.

Operate a motor vehicle and other law enforcement equipment.

Requires the ability to photograph property/evidence.

Requires the ability to properly handle dangerous materials.

Requires the ability to identify, collect, package, tag, inventory forensic evidence.

Requires the ability to make independent decisions and mediate problems, issues or concerns.

### **Physical Abilities**

The position requires mobility; frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. Position requires hearing and speech ability for ordinary and group conversation. Requires sufficient manual and /or finger dexterity to type/keyboard and otherwise operate office equipment. Requires ambulatory ability to sit, walk, to move about office environments, and to lift and carry light to medium weight materials on an intermittent basis. Requires sufficient ambulatory ability to stand and walk for extended distances. Requires strength to lift, push, pull, and place medium weight items (under 50 pounds) onto shelves on a sustained basis. Requires sufficient hand-eye coordination to operate office equipment and a motor vehicle. Requires sufficient visual acuity to recognize moving objects at a distance, people, and printed material. Requires auditory ability to carry on a conversation in person.

### **Educations and Experience**

The position typically requires a high school diploma or GED equivalent.

### **Working conditions.**

Activities require working indoors and outdoors in all types of environmental and weather conditions, and could be exposed to hazardous materials; garbage, bio-hazardous waste, narcotics, blood, urine, and exposure to narcotics in evidence handling. Position requires handling of large sums of currency

and varying types of weapons that occurs regularly. Work conditions involve frequent new, varied, and diverse work situations with high to moderate degree of complexity. May occasionally encounter angry and/or hostile people in the field. Position is subject to on-call status; callout after regular business hours, weekends, and holidays.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualification needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties and skills required of the job.*