

POLICE PROPERTY AND EVIDENCE CLERK

Definition:

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 by Police Department staff; maintains control records of evidence, found property and other items and performs related work as required.

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Receives, categorizes, stores and maintains custody of a wide variety of evidence, property, weapons and other items in accordance with applicable local, state and federal laws and regulations.

Releases evidence and property to the Crime Lab and to sworn staff for court purposes, rightful owners upon authorization and to contract vendors for auction purposes.

Trains staff as assigned and directs their work.

Maintains comprehensive records related to evidence and property.

Maintains custody of seized firearms, prepares teletype requests regarding the stolen status and ownership of seized firearms and places firearms and other weapons in secured lockers.

Staffs the Property Room/Property Counter and assists callers and the public in person and by telephone.

Responds to inquiries and requests from department staff, law enforcement agencies and others.

Uses a computer and applicable software to enter and maintain data and produce a variety of correspondence and reports.

Selects released property for disposal or auction; contacts contract auctioneer; provides for the transfer of property into the auction process and coordinates the resulting deposit of funds.

Communicates with property owners, victims, vendors and court and legal representatives regarding property and evidence questions.

Directs or provides for the transportation of items to and from City storage facilities.

Assists with or provides for the transportation of weapons, rape kits, urine samples and other evidence for physical analysis and/or court proceedings.

Assists with or provides for the transportation of firearms for destruction and records data relative to destruction.

Lifts and carries a variety of property, evidence and other items weighing up to 50 pounds.

Drives a vehicle on City business.

Testifies in court.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Class Characteristics:

Police Property and Evidence Clerk is a single incumbent, non-sworn position in the Police Department with duties related to the day-to-day operation of the Property Room and the integrity of evidence stored in that location. The Police Property and Evidence Clerk exercises independent judgment and initiative and performs duties assigned with a minimum of direction and supervision.

Contacts and Relationships:

The Police Property and Evidence Clerk has substantial contact with other Police Department staff. Additional contact is made with law enforcement representatives from other agencies, court officials and the general public.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

Knowledge of:

English usage, spelling, grammar and punctuation.

Recordkeeping procedures.

Customer service and telephone techniques.

Report and memo writing.

Applicable safety precautions and procedures.

Basic material handling procedures.

Computer programs and word processing applications as they relate to area assigned.

Basic math.

AND

Ability to:

Learn, interpret and apply applicable laws, operating policies, methods, rules and regulations.

Learn, interpret and apply applicable sections of the Fullerton Municipal Code and California Penal Code.

Understand and carry out oral and written directions with limited supervision.

Maintain accurate records and filing systems.

Communicate effectively orally and in writing.

Use good judgment and make sound decisions in accordance with established policies and procedures.

Operate a personal computer and use applicable software programs.

Interact with the public with courtesy and tact.

Maintain the confidentiality of sensitive law enforcement information.

Establish and maintain effective relationships with those contacted in the course of work.

Read and write at the level required for successful job performance.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Graduation from high school.

AND

Experience:

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

Special Requirements:

Must be able to successfully pass a Police Department pre-employment screening process.

Must be able to work a flexible schedule to include overtime, emergency call-back, shift work, nights, holidays and weekends to accommodate City needs.

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Other:

Course work or training in property and evidence management as sponsored by the Peace Officers Standards and Training (POST) Commission is preferred but not required.

Physical Tasks and Working Conditions Include the Following:

Work is performed in a Property Room/Property Counter environment and requires sitting and standing for prolonged periods of time and the use of a computer keyboard and screen. The incumbent walks on slippery or uneven surfaces, kneels, crouches, twists, climbs ladders and stairs, reaches, bends, pushes, pulls, drags, grasps and lifts property and evidence and other items weighing 50 pounds or less. The incumbent works in extreme cold when working in the evidence freezer. The incumbent may be exposed to dust, dirt, bugs, rodents and rodent droppings inherent in storage facilities and a variety of hazardous compounds which may be found on property/evidence to include materials contaminated by blood and other human products and explosive materials. The incumbent deals face to face with the public, drives a vehicle on City business and must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Established July 2002