

## **CITY OF SALINAS**

### **EVIDENCE TECHNICIAN**

#### **BARGAINING UNIT/CLASS CODE:**

**SMEA / O15**

#### **DEFINITION**

Under direct supervision operates the Police Department's evidence and property system to receive, record, store, safeguard, release and disburse evidence and found or abandoned property; maintain separate evidence and property areas; and to perform related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

This is the entry-level class of the Evidence Technician series. It is distinguished from the Senior Evidence Technician in that positions in this class do not serve in a lead capacity. Incumbents are expected to perform the full range of duties assigned with only occasional instruction or assistance, and learn the duties within a relatively short period of time.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the assigned sworn or non-sworn management employee, and direction from other sworn personnel. Receives direct supervision from Senior Evidence Technician.

#### **ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include, but are not limited to the following:

Receive, record, examine, code, prepare and store various types of personal property recovered, found or turned in as evidence. Keep accurate records of stored property and evidence to assure security and retrieval capability for court purposes and for audit. Arrange for storage of large items and organize the orderly layout of the property storage rooms. Maintain confidential files and records regarding property in custody and its disposition; release property to be used in evidence or to be returned to owners. Forward or hand deliver evidence to various laboratories or experts for appropriate analysis. Maintain chain of custody records of evidential property and testify in court. Coordinate and prepare usable unclaimed property for auction as pursuant to State Penal Code provisions. Purge property pursuant to prescribed methods on a regular basis. Keep current records on the location and movement of property within the department, in court or to other locations as necessary. Confer with sworn personnel, City Attorney's office, investigators, District Attorney's office, court and other law enforcement agencies on matters concerning property. Store, package, catalog and destroy narcotics pursuant to prescribed methods. Destroy illegal and nuisance weapons. Transport illicit materials, chemicals and valueless items for disposal or destruction. Pick up, return or transport property, equipment and supplies as required. Type, enter and verify the variety of property and evidence data on a personal computer; prepare related reports.

#### **PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computers, business machines and related equipment; vision sufficient to read fine printed materials, visual display terminals, detect subtle shades of color; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment and climb ladders and stairs, physical strength to lift up to 50 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**CITY OF SALINAS  
EVIDENCE TECHNICIAN (continued)**

**WORKING CONDITIONS**

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Physical mobility sufficient to lift boxes, climb ladders and stairs to retrieve various types of evidence. Ability to drive an automobile.

**QUALIFICATIONS**

**Knowledge of:**

Proper procedures, principles, policies and laws relating to custody of property. Basic recordkeeping and filing systems. Safety practices related to lifting and handling of evidence and property.

**Skills to:**

Maintain exact records and organize accurate recordkeeping systems. Interpret and understand Penal, Health and Safety codes. Store evidential property without loss or damage. Learn and apply laws and regulations governing preservation of evidence. Communicate clearly and concisely, orally and in writing. Type and enter data on a personal computer in accordance with written training manual or verbal instructions. Process numerical and alphabetical data with high degree of accuracy. Maintain confidentiality about information accessed in work activities. Establish and maintain cooperative relationships with those contacted in the course of work. Work independently in the absence of supervision.

**License or Certificate:**

Possession of a valid California driver's license.

**Education and Experience:**

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to completion of the 12th grade, and work experience which sufficiently demonstrates the capability to learn and perform the full range of position duties.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Human Resource Officer

Approval Date \_\_\_\_\_

**ORIG: 6-89, REV: 2-94, REV: 3-07**