



CLASSIFICATION NO. 118

Established: 3/83

Revised: 8/09

FLSA: Non-Exempt

EEO: 3

PROPERTY AND EVIDENCE SPECIALIST

CLASS CHARACTERISTICS

Under general supervision, to receive, account for, coordinate and distribute or properly dispose of all property and evidence coming under the jurisdiction and custody of the Sheriff's Office; to maintain an accurate inventory and chain-of-custody over all property and evidence in custody; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Sheriff's Office patrols County roads and rivers, investigates crimes, conducts search and rescue operations, obtains, secures and processes evidence and confiscated property, and operates the County jail. The Sheriff's jurisdiction includes the unincorporated areas of the County and cities within the County which contract for law enforcement services.

The Property and Evidence Specialist is responsible for the constant control and accounting for all property and evidence received by the Sheriff's Office, distribution of property to its owners, presentation or testifying in court concerning the property, or other disposition as required by normal law enforcement procedures. This is a civilian classification that does not require full certification under the Department of Public Safety Standards and Training.

The Property and Evidence Specialist differs from the Evidence Technician by its focus on storage, disposition, and maintenance of chain-of-custody, rather than the analysis, identification and case processing of evidence, and by its non-sworn, civilian status.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Receives, receipts, safely stores and accounts for property received by the Sheriff's Office; maintains control of property and evidence while in the possession of the Sheriff's Office; maintains records of property status and disposition.
2. Picks up and/or receives and processes evidence and property in the field, such as seized or confiscated items from crime scenes and arrests; transports evidence and property to property room.
3. Maintains proper custody and storage of all property and evidence turned over to the Sheriff's Property Room, in compliance with legal, regulatory and official Sheriff's Office procedural requirements; maintains proper storage facilities.
4. Controls and documents all activity related to property and evidence, according to chain-of-custody procedures, including intake, disposition, viewings, examinations and court-related

requirements; transports evidence to criminal laboratory or other law enforcement agencies for investigation and analysis; evaluates, organizes and coordinates authorized general property and auction sales; assembles, inventories and coordinates the authorized destruction of weapons, drugs and biohazardous materials; releases, disposes of or coordinates the authorized sale, processing and final disposition of other property and evidence which has been authorized for official release from custody.

5. Acts as primary contact for information related to processing, release, inventory and chain-of-custody requirements relating to property and evidence; works with the public, District Attorney, Community Corrections, court officials, other staff and law enforcement personnel to ensure proper handling of all property and evidence; makes court appearances; provides testimony as appropriate.
6. May train and lead the work of temporary and/or regular civilian staff assigned to the Property Unit; assists in the training of other law enforcement personnel entering the County system in the proper methods and techniques associated with property and evidence handling, control and storage.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Reception and storage of property or evidence; property laws; preservation and safe handling of evidence, including firearms, other weapons and biological hazards; law enforcement inventory and record keeping procedures, requirements and equipment, including personal computers and software programs; effective customer service techniques; efficient storage and layout of an evidence storage facility ; safe lifting and carrying techniques.

Skill to: Maintain accurate chain-of-custody inventory records, files, indexes; maintain an organized, efficient storage layout of a property room; perform arithmetic computations; safely lift moderately heavy objects; operate computerized law enforcement and inventory control software systems; deal effectively with events and circumstances surrounding traumatic occurrences; safely operate a property transportation vehicle; learn and apply departmental rules and policies; communicate effectively, both orally and in writing; establish and maintain effective working relationships with the public, sworn law enforcement officers, and others in the criminal justice field; follow oral and written procedures; train and lead the work of other civilians.

WORKING CONDITIONS

Duties require standing, squatting, kneeling, bending, balancing, grasping, reaching overhead with 10 pounds in each hand, climbing, stepping, and the ability to lift and carry up to 50 pounds, push/pull 50 pounds of awkward size and shape. Duties also involve exposure to moving traffic, slippery and/or uneven surfaces, and inclement weather.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of one (1) year of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass an extensive background investigation including national fingerprint records check.

Must pass a pre-employment drug test.

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal regulations.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 11/16