

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

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| <b>Position Title:</b> Property and Evidence Specialist | <b>Job Family:</b> V  |
| <b>General Classification:</b> Professional             | <b>Job Grade:</b> O2A |

**Definition:** To contribute to Police Services by coordinating the storage and disposal of property and by facilitating the processing of evidence.

**Distinguishing Characteristics:** This is a single nonsworn position in the Police Department. This position reports to the Support Services Manager.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Maintains and operates the Police Property/Evidence Room; assumes responsibility for receiving, cataloging, storing, releasing and destroying physical evidence according to established procedures.
2. Logs property and evidence into and out of the Property Evidence Room and maintains records to that effect; may be called upon to testify in court with reference to safeguarding and chain of possession of property and evidence.
3. Researches, clears and makes appropriate disposition of unclaimed and nonretrievable items.
4. Reviews latent fingerprints that are submitted and decides if the quality of the fingerprint is sufficient for further analysis.
5. Maintains fingerprint and photograph storage systems.
6. Maintains files and records regarding property in custody and its disposition.
7. Clears property/evidence for release/disposal by coordinating with investigating officer and prepares appropriate documentation.
8. Uses departmental computer systems, including records management system and property tracking system, and telecommunications systems (i.e., CJIC and CLETS).
9. Maintains supplies and equipment related to property and fingerprinting.
10. Provides training on property processing and related topics.

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11. Acts as liaison to the Department of Justice, Federal Bureau of Investigation and other agencies for topics relating to property evidence.
12. May assist in departmental crime collection and analysis duties.
13. Provides direct supervision of other full- or part-time employees assigned to the Property and Evidence Unit.
14. Facilitates and manages property submitted to various facilities for forensic analysis.
15. Completes and submits supplemental reports as necessary to document evidence collection and analysis activities.
16. Receives, stores and provides copies of digital photographs submitted to the Property and Evidence Unit.

**Minimum Qualifications:**

Knowledge of: Rules and laws governing the receipt, storage and release of police evidence and property; safe methods of handling, storing and safeguarding of property and materials, including hazardous materials; basic police operations; computerized information systems; modern record-keeping and filing systems; English usage; and principles and practices of assigning and reviewing the work of others.

Ability to: Maintain accurate records and files; organize and operate a storeroom; review the quality of fingerprints; properly interpret and make decisions in accordance to current State laws and regulations of the City and Police Department; follow oral and written instructions in an independent manner; operate and use modern office equipment, including word processing equipment and personal computers; compile and maintain complex and extensive records and prepare reports; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; supervise, train and evaluate assigned personnel; and perform assigned duties under minimal supervision.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Training, education and experience equivalent to graduation from high school and two years police experience, preferably in the position of Community Services Officer or Police Assistant.

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**Working Conditions:** Maintains a work schedule of five 8-hour days each week when necessary for department operations.

Established November 2003

Revised

CLASS SPECS

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