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| <p style="text-align: center;">CITY OF BEAVERTON Police Property and Evidence Control Specialist</p> |
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General Summary

Oversee and perform the operations of the police property/evidence room in accordance with applicable laws, rules and regulations. Prepare related reports and documentation. Respond to requests for information.

Key Distinguishing Duties

This position has overall responsibility for the property and evidence inventory.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Receive, inventory, store, maintain and package police evidence/property retrieved from officer evidence lockers in accordance with applicable laws, rules and regulations.
2. Prepare and process packages requiring outside service or special handling according to applicable laws and established procedures.
3. Complete and maintain a variety of documents, records, and reports required in the retrieval, storage and tracking of police evidence/property, including entering data into computer system. Document crime lab letters and crime detection numbers. Confirm Right of Discovery for attorneys in accordance with applicable laws, rules and regulations.
4. Prepare property/evidence for disposition in accordance with applicable laws, rules and regulations, including preparing and distributing Officer Disposition Requests, and contacting courts and district attorneys for case dispositions. Research cases to identify correct property owners and properly notify such owners via written correspondence in accordance with applicable laws, rules and regulations.
5. Testify in court as to the preservation of the chain of evidence.
6. Assist police officers on search warrants and crime scenes to package, tag, and record evidence.
7. Perform a variety of property-related administrative duties including organizing and maintaining property room. Research and respond to property/evidence questions via telephone and written correspondence.
8. Conduct regular property room audits/inventory. Coordinate the auctioning of unclaimed property.

9. Transport evidence as necessary including, but not limited to, daily trips to the police department. Conduct routine trips to the Crime Labs for evidence drop off and pick up.
10. Research and order evidence supplies that are acceptable through departmental policy and accreditation standards.
11. Participate in section operational processes including procedure development and implementation. Uphold the department's community oriented policing philosophy.
12. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
13. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
14. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
15. Participate in the City Emergency Management program including classes, training sessions and emergency events.
16. Follow standards as outlined in the Employee Handbook.
17. Produce an acceptable quantity and quality of work that is completed within established timelines.
18. Support and respect diversity in the workplace.

Other Functions

1. Assist outside agencies with training.
2. Train department personnel, including officers and reserves, on proper evidence handling procedures.
3. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Advanced knowledge of principles and practices of property/evidence control, package and storage.
- ◆ Working knowledge of safety procedures and guidelines including proper handling of hazardous materials or other health-risk evidence.
- ◆ Working knowledge of office practices and procedures.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.
- ◆ Working knowledge of property/evidence rules, laws and regulations.

Skills/Abilities Required

- ◆ Ability to participate on a team focused on producing high quality results.
- ◆ Ability to establish and maintain effective working relationships with employees, contractors, public officials, the general public and other agencies.
- ◆ Ability to apply excellent internal and external customer service skills.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to use a keyboard and word-processing, spreadsheet programs or other application software as required for position.
- ◆ Ability to use general office equipment including a typewriter, adding machine and copier.

Minimum Qualifications Required for Entry

High School diploma or GED and 2 years experience in a criminal justice environment or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ CPES (Certified Property & Evidence Specialist) certification within 2 years of hire

Working Conditions

Regular focus on a computer screen; daily precise control of fingers and hand movements; daily interaction with distraught or difficult individuals; daily crouching, crawling, bending, kneeling, climbing, balancing and standing for prolonged periods; daily lifting, moving or carrying objects between 20 and 50 pounds; daily wearing of protective gear or clothing; exposure to disease, and hazardous materials; daily operation of a motor vehicle on public roads; occasional attendance at meetings or activities outside of normal working hours.

Classification History

As of 10/97: Property Control Clerk

Revised: 1/98

New class specification title 1/98: Property Control Specialist

Revised: 1/00 to reflect BPA

Revised: 2/05

Property & Evidence Specialist

Revised: 12/07

New class specification title 1/1/09: Police Property & Evidence Control Specialist

Revised: 1/1/09

Status: Beaverton Police Association
FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date