

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

Serve as a lead worker to coordinate safekeeping of property and evidence and ensure department goals and objectives are met.

Key Distinguishing Duties

Oversee the property and evidence activities of the department. Coordinate and plan daily work assignments and conduct performance discussions.

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. Assign, schedule and review staff work. Monitor progress to ensure City goals and objectives are met. Participate in hiring decisions. Provide training, coaching and assistance to employees and provide input into performance evaluations.
2. Participate in development, review, approval, implementation and administration of section work plans, services, policies, procedures and reports. Monitor work plans, services, policies and procedures.
3. Develop timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met. Prepare reports and recommendations.
4. Responsible for all aspects of securing and processing property and evidence in accordance with applicable laws, rules and regulations. Handle confidential and sensitive information on a regular basis.
5. Complete and maintain a variety of documents, records, databases and reports required in the retrieval, storage and tracking of police evidence and property. Document crime lab letters and detection numbers. Confirm Right of Discovery for attorneys in accordance with applicable laws, rules and regulations.
6. Prepare property and evidence for disposition, including preparing and distributing officer disposition requests and contacting courts and district attorneys for case dispositions. Research cases to identify and notify property owners in accordance with applicable laws, rules and regulations. Testify in court as to the preservation of the chain of evidence.
7. Perform a variety of property-related administrative duties including organizing and maintaining the property room. Research and respond to property and evidence

questions. Conduct regular property room audits and inventory, and coordinate the auctioning of unclaimed property.

8. Assist police officers on search warrants and crime scenes to package, tag and record evidence.
9. Serve as a model for accomplishing City's vision and goals. Model and promote an environment that supports the highest quality results. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
10. Represent the City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
11. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, co-workers and the general public.
12. Participate in the City Emergency Management program including classes, training sessions and emergency events.
13. Follow standards as outlined in the Employee Handbook.
14. Produce an acceptable quantity and quality of work that is completed within established timelines.
15. Support and respect diversity in the workplace.

Other Functions

1. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Advanced knowledge of principles and practices of property and evidence control, including packaging and storing.
- ◆ Advance knowledge of property and evidence rules, laws and regulations.
- ◆ Advance knowledge of safety procedures and guidelines including proper handling of hazardous materials and other health-risk evidence.
- ◆ Working knowledge of law enforcement terminology, practices, methods and procedures.
- ◆ Working knowledge of basic arithmetic and math principles.
- ◆ Working knowledge of English grammar, spelling and usage.
- ◆ Working knowledge of general bookkeeping/accounting.
- ◆ Working knowledge of practices and principles of public/business decision-making.
- ◆ Working knowledge of strategic planning methods with an emphasis on services related to office management.
- ◆ Basic knowledge of public purchasing and contracting laws and regulations.
- ◆ Basic knowledge of human resources management practices.

Skills/Abilities Required

- ◆ Strong ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Strong ability in conceptual analysis and policy/program development and implementation.
- ◆ Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced 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 make presentations and develop reports that may include technical information.
- ◆ Advanced ability to use word-processing, database, spreadsheet programs and other application software as required for the position.
- ◆ Advanced ability to use general office equipment.

Minimum Qualifications Required for Entry

High School diploma or GED and 3 years of increased responsibility in a criminal justice environment, including one year in a lead or supervisory role, 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.
- ◆ Certified Property and Evidence Specialist certification (CPES) within 2 years of hire.

Working Conditions

Regular focus on a computer screen; daily use of a keyboard or similar device; occasional dealing with distraught or difficult individuals; weekly lifting, moving or carrying objects of 20-50 pounds; occasional exposure to hazardous chemicals; occasional attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle on public roads.

Classification History

New Classification: July 14, 2010

Status: Beaverton Police Association
FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date