

RESOLUTION NO. 2014-77

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE JOB DESCRIPTION AND SALARY
RANGE FOR THE POSITION OF PROPERTY AND
EVIDENCE TECHNICIAN

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NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby approve the job specification for the position of Property and Evidence Technician as attached marked Exhibit A; and

BE IT FURTHER RESOLVED that the salary range for Property and Evidence Technician is hereby approved and shall be as follows:

PROPERTY AND EVIDENCE TECHNICIAN				
<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$3,585.36	\$3,764.63	\$3,952.87	\$4,150.51	\$4,358.03

Dated: May 7, 2014

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I hereby certify that Resolution No. 2014-77 was passed and adopted by the Lodi City Council in a regular meeting held May 7, 2014 by the following vote:

AYES: COUNCIL MEMBERS – Hansen, Johnson, Mounce, and
Mayor Katzakian

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – Nakanishi

ABSTAIN: COUNCIL MEMBERS – None


RANDI JOHL-OLSON
City Clerk

CITY OF LODI

April 2014

PROPERTY AND EVIDENCE TECHNICIAN

Job descriptions are intended to present a broad and general range of duties which includes, purpose, responsibilities, and scope of work. Job descriptions are not intended to reflect all duties performed within the job.

DEFINITION

Under general direction, performs administrative and technical duties associated with the maintenance, control, and disposal of property and evidence within the Police Department; performs related work as assigned.

SUPERVISION EXERCISED AND RECEIVED

Receives general supervision from a Dispatch Supervisor, Police Lieutenant, or other higher level personnel.

EXAMPLES OF DUTIES

Receives property and issues receipts; categorizes and stores property which has been found or turned in as evidence;

Coordinates the disposal, sale, or auction of property and evidence in accordance with state, city, or departmental rules and regulations. Releases property to authorized persons in accordance with laws and departmental procedures;

Use variety of computer systems, resource materials, and knowledge of laws to conduct research on stolen property, to identify the disposition on cases, to find the identity and addresses of victims and suspects, and to determine the disposition of evidence in accordance with law;

Examine, prepare and develop latent fingerprints both chemically and with conventional dusting techniques;

Handle, package, transport and dispose of hazardous materials such as medical/biological waste, illegal drugs, computers or pharmaceuticals; handle, package and store bio-hazards such as blood, semen, urine, or clothing covered in such hazards; handle, package, store and dispose of large quantities of marijuana in accordance with all safety procedures;

Testifies in court regarding chain-of-custody and property records;

Prepares detailed records of evidence inventory and maintains orderly appearance of property file area; maintains continuous property inventory record;

Prepares periodic reports related to property stored, including disposal of property, unclaimed property, and property available for auction;

Coordinates the review of inventory items by departmental staff and outside agencies;

May provide direction, training, and work review to support staff assigned to the property room. Assists with special projects related to the maintenance and handling of property items.

Performs other duties related to the operation of the department and the city, including additional duties that enable the department and City to meet the diverse needs of its community.

MINIMUM QUALIFICATIONS

Knowledge of:

Correct English usage, spelling, punctuation, and grammar;

Safety policies, procedures, and practices related to laboratory operations, contagious disease control, and handling bio-hazardous materials;

Basic fingerprinting techniques;

Records management and inventory techniques; record keeping necessary to provide chain-of-evidence; computer terminal operations related to the entry and retrieval of information pertaining to property and evidence;

Municipal organizational structure; departmental regulations, procedures and work methods; basic report writing techniques; interpret and apply codes, ordinances, laws, rules, regulations and policies.

Ability to:

Interpret and apply federal, state and local policies, procedures, laws and regulations;

Operate a storeroom and warehouse facility in a safe and secure manner;

Communicate effectively orally and in writing; understand and follow verbal and written instructions; prepare clear and accurate reports; maintain mental capacity which allows for effective interaction and communication with others; work independently;

Effectively account for police property and evidence; organize and maintain property and evidence control systems; keep abreast of new developments in the field of property control;

Establish and maintain effective work relationships with others contacted in the course of work; operate radio equipment and utilize appropriate codes;

Work a variety of shifts, weekends and holidays.

EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

High school diploma or equivalent. College level course work in criminal justice or related field is desirable.

Experience:

One (1) year of experience as a storekeeper, stock clerk, property clerk, or in general office support work. Prior experience in a law enforcement setting is desirable.

LICENSES AND CERTIFICATES

Possession of a valid Driver's License (class C) issued from the California Department of Motor Vehicles;

WORKING CONDITIONS

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include walking, lifting up to 50 lbs., stooping, climbing, standing or sitting for pro-longed periods of time and operating assigned office equipment; effectively deal with situations which includes dealing with the public; maintain effective audio-visual discrimination and perception needed for making observations, and operating assigned office equipment; exposure to human body fluids, odors, and decomposing matter as well as narcotics, explosives, weapons, and hazardous materials.

*FLSA Status: NON-EXEMPT