

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Evidence/Property Technician

**Department:** Police  
**Pay Grade:** 507  
**FLSA Status:** Non-Exempt  
**Job Code:** P647

#### JOB SUMMARY

The purpose of this classification is to preserve, collect, and maintain proper custody of all evidence found at crime scenes, ensuring the integrity of all evidence and property impounded until its disposition by the court system.

#### ESSENTIAL JOB FUNCTIONS

- Identifies, confiscates, preserves, and maintains the chain of custody of all evidence and/or property in accordance with current search and seizure laws and departmental policy; seizes or confiscates illegal substances or apparatus, such as drugs, drug equipment, or gambling devices, placing and securing items into property control.
- Receives evidence and other property from officers, courts, citizens, and secured lockers; prepares receipts for evidence/property collected; logs evidence; enters evidence/property information into computer; tags evidence; packages, seals, and labels evidence and/or property; places evidence/property in secure/correct location; prepares and gives inventory lists of officer's evidence/property; prepares and processes court orders through the appropriate Court System to dispose of evidence/property; inventories seized vehicles for evidence/property; releases vehicles to owners/victims upon officer's approval; transports evidence to crime lab; physically destroys articles as required by law .
- Ensures seized money is entered into evidence; the currency is processed, barcoded, and stored until it is deposited in the bank; counterfeit money is processed and sent to the local United States Service.
- Answers questions; provides information; resolves complaints from the general public, other agencies and community groups; coordinates activities with other law enforcement agencies; receives and answers electronic mail pertaining to evidence and crime scenes.
- Educates and mentor police recruits before they go to the academy.

- Participates in departmental training; maintains physical fitness; attends classes and seminars.
- Prepares crime lab submission reports; prepares and mails out letters to victims/owners to claim property; responds in writing and by telephone on requests for information.
- Assists detectives on search warrants and recover evidence.
- Maintains current knowledge of applicable laws, regulations, policies, and procedures; maintains an awareness of new procedures, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- Prepares or completes various forms, reports, correspondence, time cards, supply lists, or other documents.
- Receives various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, video recording and processing equipment, or other system software.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Requires a High school diploma or GED; one (1) year of experience in office administration; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **Licenses or Certifications:**

- Must obtain Certified Property and Evidence Specialist status from the International Association for Property and Evidence (IAPE) or its equivalent within 12 months of hire.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

#### **Special Requirements:**

- None

#### **Knowledge, Skills and Abilities:**

- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

#### **PHYSICAL DEMANDS**

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

#### **WORK ENVIRONMENT**

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, temperature and noise extremes, or traffic hazards, pathogens and bio-hazards.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*