

CITY OF COVINA

PROPERTY & EVIDENCE CLERK

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs specialized support work related to the custody, control and disposition of property and evidence held by the Police Department; receives, inventories, stores maintains and releases all types of property coming into the possession of the Department; produces evidence for court, attorney's and investigators; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Property & Evidence Clerk** is the journey level class responsible for the operation of the police evidence room including maintenance of property, evidence, inventories and chain of custody. Incumbents coordinate annual weapon, narcotics, bio-hazard, and hazardous chemical destruction.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from a Police Sergeant. Incumbents in this classification do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Performs a wide variety of office support and computer entry/retrieval using various automated information systems; types correspondence; tabulates statistical data; operates a variety of office equipment, including optical imaging.
- Enters and maintains accurate data and information into the California Law Enforcement Telecommunications System (CLETS), including serialized property which has been booked, released or destroyed through the property room; enters and retrieves information from a variety of state and local automated systems, including the Records Management System (RMS).
- Operates the police evidence and property room; receives, inventories, stores, maintains and releases all types of property coming into the possession of the Department; produces evidence for court, attorney's and investigators; notifies owners and disposes of evidence and property according to applicable laws, codes, rules, and regulations; conducts ongoing research on evidence disposal regulations.
- Prepares and transports evidence to crime lab; records items sent to the lab through evidence software; performs data entry of evidence and property movement; maintains the chain of custody; distributes lab results to appropriate department staff; reviews latent prints for input into the Cal-ID system; categorizes, files and processes the prints for court.

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- Oversees the disposition of property and evidence, including release, auction, disposal and conversion; coordinates and schedules appointments with the public for release of property; coordinates the annual weapon, narcotics, bio-hazard and hazardous chemical destruction; maintains various files and inventories; processes and deposits cash with the Finance Department.
- Maintains, monitors and orders supplies for the evidence room and evidence counter.
- Assist with the preparation of a variety of correspondence and reports including activity reports, retention review reports, and letters to property owners / governmental agencies.
- Appear in court to testify regarding the handling of evidence and other related issues.
- Review, create, design, change and implement specialized computer reports and departmental forms as needed.
- Review and analyze practices and procedures for handling evidence and, as necessary, present recommendations regarding changes to evidence practices and procedures.
- Responds to questions and concerns from the general public, departmental staff and other agencies; provides information as appropriate and resolves service issues and complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and retrieving and entering data using a computer keyboard. Additionally, the position requires near and far vision in reading work related documents and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, documents and equipment weighing up to 25 pounds also is required. The incumbent may be exposed to chemical and biological hazards, and the nature of the work requires incumbents to use ladders in the storage of property. The position requires the safe handling of firearms and other deadly weapons.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Property & Evidence Clerk**. A typical way of obtaining the required qualifications is to possess the equivalent of two years experience in police evidence and inventory management, and a high school diploma or equivalent.

License/Certificate:

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Possession of, or ability to obtain, a valid Class C California drivers license. Must complete DOJ Telecommunications training for full access operator. Possession of, or ability to obtain, a current IAPE Property and Evidence Specialist certificate.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern office administrative practices and procedures; chain of custody; property and evidence disposition; basic principles of mathematics; applicable federal, state and local laws, codes and regulations including; California Penal Code, Welfare and Institutions Code, Health and Safety Code, Evidence Code and Vehicle Code; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Perform a variety of complex evidence and property control functions; maintain the chain of custody for evidence and property; oversee the disposition of property and evidence; learn and apply departmental rules and regulations; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer including; barcode readers, signature capture devices, digital image and audio devices, document scanners and security systems and evidence related software applications along with a variety of word processing and software applications. Effectively operate specialized law enforcement automated information and records systems.