



PROPERTY EVIDENCE TECHNICIAN

DEPARTMENT: Police
DIVISION: Operations
SUPERVISOR: Captain
FLSA STATUS CODE: Non-Exempt
POSITIONS SUPERVISED: None

JOB SUMMARY:

Under general supervision, receives, stores, and releases property seized as evidence and/or lost or stolen property; researches cases to determine final disposition and confirms status with detectives.

ESSENTIAL JOB FUNCTIONS:

- Ability to receive and process property and evidence accurately, recording the chain of custody for Court purposes and maintaining documents in accordance with laws, policies, and procedures.
- Ability to exercise excellent judgment and responsibility in storing and issuing sensitive materials.
- Ability to pass an extensive background investigation to receive security clearance
- Ability to research the disposition of cases and dispose of property in accordance with laws, policies, and procedures.
- Ability to initiate property release documents with detectives and officers; notify property and registered vehicle owners and lien holders; and release property, including drugs, to an outside lab for analysis in accordance with City ordinances, municipal, county, and state statutes, and departmental standard operating procedures.
- Ability to answer the telephone and provide assistance to departmental personnel and the public.
- Prepares and presents court orders to the court of jurisdiction for the disposition of property either by auction, donation, or destruction.
- Disposes of alcoholic beverages according to state liquor commission statutes.
- Transports evidence to the District Attorney's office, Medical Examiner's office, and various facilities regularly while maintaining a proper chain of custody of said evidence.
- Assist police personnel with the handling, packaging, tracking, and processing of evidence.
- Ability to pass an extensive background investigation to receive security clearance
- Orders fingerprinting and photographic supplies needed in jail, identification, crime scene, and investigation sections.
- Responsible for inventorying and ordering supplies relating to crime scene & evidence processing, etc.
- Testify in court as required.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. Such tasks shall be capable of being performed with reasonable accommodation, if necessary, that does not impair a business necessity or impose an undue business hardship and without presenting a direct threat to the safety of the applicant or others.

- Perform related duties and responsibilities as required.



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MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities Required:

- Skilled in performing a variety of clerical duties;
- Skilled in communicating orally and in writing with other criminal justice employees and the general public;
- Ability to follow oral and written instructions;
- Ability to keep accurate, detailed records;
- Ability to establish and maintain effective working relationships with co-workers, other agencies, vendors, and the public while working effectively under pressure;
- Ability to deal effectively with individuals who may be distraught or highly emotional;
- Ability to accurately enter data into a variety of law enforcement and other databases;
- Ability to receive detailed information through oral and written communications;
- Ability to legally operate a motorized vehicle and maintain a safe driving record;
- Ability to operate various office equipment, such as a computer (and computer applications), printer/copier, shredder, multi-line phone, fax machine, and other items such as a ladder, dolly, etc.
- Ability to type 35 wpm.

REQUIRED TRAINING AND EXPERIENCE:

- High school diploma or equivalent is required; one year of college is preferred.
- At least three (3) months of related work experience and/or training.
- Any equivalent combination of education and experience will be considered.
- Working knowledge of Texas laws governing property and evidence is preferred.
- Working knowledge of City and Departmental policies is preferred.
- A valid Texas Driver's License is required. Applicants for this position must pass a Criminal Justice Information Systems (CJIS) fingerprint-based background check and maintain CJIS eligibility. Due to CJIS requirements related to system access, the following will result in being disqualified for this position: Felony convictions, Felony Deferred Adjudication, Class A & B Misdemeanor Deferred Adjudication, Class B

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Misdemeanor convictions, an Open Arrest for any criminal offense (Felony or Misdemeanor), and any family violence convictions.

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The City of Forest Hill is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Forest Hill will provide reasonable accommodations to qualified individuals with disabilities.



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Written/Modified By: _____
Angela Locuste, Human Resources/Civil Service Director

Date: _____

Approved By: _____
Venus M. Wehle, PCED, City Manager

Date: _____

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