



WORKING TITLE: PROPERTY EVIDENCE TECHNICIAN	CLASSIFICATION: PROPERTY EVIDENCE TECHNICIAN
DEPARTMENT: SHERIFF	DIVISION: SHERIFF
PAY RANGE: T670N 8	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8810
PPE: PER WORK LOCATION	REVISION DATE: JUNE 2024

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

This position is responsible for retrieving, receiving, accounting for, coordinating, distributing, or properly disposing of all property and evidence coming under the jurisdiction of the Sheriff’s Office. Maintain accurate inventory records and chain of custody over all property and evidence in custody.

SUPERVISION RECEIVED:

Works under the supervision of Support Services Manager.

SUPERVISION EXERCISED:

Supervision of other employees is not a usual responsibility.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Retrieve, receive, and inventory all evidence and property connected with criminal activities and found property, including items such as firearms, narcotics, jewelry, and money. Maintains security of items kept as evidence or safekeeping.
- Responsible for all aspects of securing and processing property and evidence in accordance with applicable laws, rules, and regulations. Follow proper procedures ensuring evidence is properly packaged, labeled, and stored.
- Maintains chain of custody, ensures items are signed in/out with proper authorizations. Arranges for viewing and/or identification of property and evidence. Verifies ownership and returns items to owners. Notifies other agencies regarding recovered property.
- Works directly with District Attorney and courts to provide access to physical and digital evidence. Testify in court as to the custody or status of evidence.
- Transports evidence items to crime labs for forensic examination.
- Coordinate the disposal of unclaimed property and special disposal of narcotics, explosives, biological specimens, biohazard material, and firearms. Participate in approved destruction, appropriation for department use, and other disposition of items in the custody of the evidence room (return, destroy, auction, recycle).
- Assist the public with answering questions about evidence and property in custody.
- Performs other related job functions as required.

JOB SPECIFICATION

KNOWLEDGE OF:

- Firearm safety and handling preferred but not required.
- Principles, practices, record rules, laws, and regulations of property, evidence, and record control procedures, including packaging and storing.
- Safety procedures and guidelines including proper handling of hazardous materials and other health-risk evidence.
- Law enforcement terminology, practices, methods, and procedures.
- Knowledge of professional office practices and principals, bookkeeping, accounting, essential office equipment, and related software applications.

SKILL IN:

- Operate computers and other standard office equipment.
- Providing courteous and efficient customer service.
- Performing multiple duties simultaneously, professionally, and accurately under strict timelines and stressful conditions.
- Highly efficient and accurate in data entry and extraction.
- Working independently and on a team environment.

ABILITY TO:

- Exercise common sense and strive, in every contact with the public, to promote the values as expressed in the standards, code of ethics, goals, objectives, policies and procedures and other lawful directives and legitimate expressed expectations of the organization.
- Interact with occasional disruptive citizens and effectively provide professional service.
- Establish and maintain effective working relationships with employees, contractors, other agencies, public officials, the general public, and private officials to achieve and maintain effective and efficient working relationships between the law enforcement community, private interests, the courts, and the public.
- Communicating both orally and in writing in a manner appropriate for the situation with diverse employees, contractors, other agencies, public officials, and the general public.
- Read, comprehend, interpret, explain, and apply laws, rules, regulations, and procedures for assigned programs, statutes, administrative rules and county policies.
- Train coworkers on complex to routine procedures involving evidence handling.
- Stand, sit, communicate, requires mobility to reach and manipulate objects, tools or controls.
- Stand or sit for long periods of time while performing job-related duties.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Associate of Arts or any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above.

Mandatory requirements:

Visual acuity necessary to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; expansive reading; visual inspection involving small defects, small parts and/or operation of machines (including inspection); using measurement devices; and operate motor vehicles.

Must successfully pass comprehensive background check and be approved by the designated Criminal Justice Information Services (CJIS) through a fingerprint-based national and state criminal background check.

Must obtain LEADS Certification within 1 month of hire.

OTHER REQUIREMENTS:

Must possess a current driver's license and an acceptable driving record. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

Work is performed indoors in an office environment, working with telephones, computers, and assisting citizens at the counter, including working with individuals who are upset and with situations that involve unpleasant circumstances.

Contact with the public in office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

Employees are subject to hazards: handling firearms, broken glass, syringes, odoriferous materials, blood, urine, and other body specimens that may come from diseased persons or clothing that may be infected with hazardous biological materials. Employees may be exposed to odors, dust, chemicals, flammable or explosive materials, inadequate lighting, and workplace restrictions.

The employee is regularly required to perform tasks that may require the incumbent to balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, lift, grasp, feel, use manual dexterity, and perform repetitive motions with or without reasonable accommodations. Must be able to move 10 pounds constantly, 20 pounds frequently and up to 50 pounds occasionally.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties

as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.