

CITY OF FOREST GROVE

PROPERTY AND EVIDENCE SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

To perform duties in receiving and recording evidence and property; to maintain control over property room contents and be responsible for a variety of duties related to recovered and found property. To perform administrative support functions related to department property and fleet management.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level law enforcement staff.

ESSENTIAL JOB FUNCTIONS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

1. Write police reports as they relate to evidence and property.
2. Receive, inventory, store and maintain custody over property and evidence.
3. Maintain complete and accurate records on all transactions made on property and evidence such as release of evidence to an officer of the court.
4. Coordinate with the public, district attorney, courts and other law enforcement personnel to ensure proper disposition of all property and evidence according to policy, laws and court orders.
5. Collect and preserve evidence on scene at the service of search warrants.
6. Provide testimony at legal proceedings related to criminal cases concerning evidence and property.
7. Transport evidence to and from crime labs and other law enforcement agencies.
8. Perform periodic inventories and audits of property and evidence.
9. Ensure that property room equipment and supplies are maintained.
10. Provide for the control, removal, return and destruction or other appropriate disposition of evidence.
11. Maintain records and track inventory for department's fleet program, including monitoring usage of equipment, tools and supplies; and providing monthly mileage status reports to department responsible for City's fleet management program;
12. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Applications of various city and police department policies and procedures.
Operations, services and activities of a police department.
Rules pertaining to search, seizure and preservation of evidence.

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Formats and procedures of specialized law enforcement applications such as LEDS, NCIC and DMV.
Modern office procedures, methods and equipment, including computers.
Methods and techniques of compiling and formatting data and information specific to law enforcement.
Policies and procedures governing police records retention operations.
Principles and practices of record keeping.
Principles and practices of data entry.
Operations of a police radio.
English usage, spelling, grammar and punctuation.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Enter data or type at a speed necessary for successful job performance.
Apply applicable laws and regulations pertaining to evidence and property in police custody.
Proofread evidence documents for accuracy and completeness.
Accurately write and enter police reports and other information into the computer.
Conduct research and computer inquiries utilizing appropriate databases.
Present evidence and testimony in court.
Operate office equipment including computers.
Maintain confidentiality of work performed.
Communicate clearly and concisely, both orally and in writing.
Understand and carry out oral and written instructions.
Establish and maintain effective relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to the completion of the twelfth grade.

Experience:

Two years of clerical or property/evidence related experience in a law enforcement setting is desirable.

License or Certificate

Possession of an appropriate, valid driver's license.

Possession of LEDS certification.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein 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 these essential job functions.

Environment: Police department office, property rooms, and field environment; exposure to computer screens.

Mobility: Incumbents require sufficient mobility to perform moderate or light lifting; to reach, twist, bend, squat and stoop; to walk, stand, climb, or sit for prolonged periods of time; and to operate

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motorized vehicles; to move, push, pull or lift materials weighing up to 15 pounds on a regular basis and infrequently up to 50 pounds

Vision: Vision sufficient to read small print, computer screens and other printed documents.