

CITY OF BEDFORD - JOB DESCRIPTION

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| Job Title: | Property Technician | FLSA Status: | Non-Exempt |
| Reports To: | Records/Property Supervisor | Job Code: | 2303 |
| Department: | Police | Salary Grade: | 23N |
| Division: | Records | Approved Date: | 11/01/2013 |

SUMMARY

Receives, maintains and/or releases property and evidence for the Police Department. Prepares documents for collection, preservation and disposition for all property and evidence; and arranges for transportation, analysis and destruction and/or disposition of property and evidence. Presents court orders to the judge and provides criminal court testimony when applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Receives and inspects all incoming property and evidence into the Property room to ensure proper packaging and confirm receipt of all property logged in by officers. Prepares property for storage on a daily basis.
2. Releases property and evidence as authorized, to detectives/investigators, police officers, and/or crime scene technicians for trial or for the purpose of processing evidence, following proper chain of custody procedures.
3. Prepares and presents court orders to court of jurisdiction for disposition of property either by auction, donation or destruction.
4. Maintains property room paperwork by making entry into computer system and/or attaching documents into electronic case.
5. Responsible for entry of property dispositions and court dispositions into computer system.
6. Makes notification to owners to claim property and releases lost or stolen property to owners upon receipt of proof of ownership, at the order of a Court of jurisdiction, and/or as allowed by law.
7. Disposes of alcoholic beverages according to state liquor commission statutes.
8. Provides criminal court testimony regarding evidence when applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES (continued):

9. Transports evidence to District Attorney's office, forensic laboratories and the Medical Examiner's office on a regular basis while maintaining proper chain of custody of said evidence.
10. Orders packaging supplies, prints photos, and makes copies of DVD/CD's for District Attorney's office and/or Criminal Investigations.
11. May perform other assignments and handle special projects, as required.
12. Regular and timely attendance is required as well as the ability to get along with others in a professional and cordial manner.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

One-year of college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Texas Driver's License..

SPECIALIZED KSA'S

Must be able to type a minimum of 35 wpm. Working knowledge of computer applications. Working knowledge of laws governing property and evidence. Working knowledge of city and department policies and procedures.

PHYSICAL DEMANDS - The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; and talk and hear. The employee must regularly lift and/or move up to 25 pounds, and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to high, precarious places. The employee is regularly exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions; risk of electrical shock; and explosives. The noise level in the work environment is usually moderate.

Employee Job Description Acknowledgement

I have received a copy of the job description for the position I am being offered.

I have read this job description (or had it read to me) and I completely understand all my job duties and responsibilities. I am able to perform the essential job functions as outlined with or without reasonable accommodation. I understand if I need reasonable accommodations, I need to contact Human Resources. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about my job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or Human Resources.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor and the budget. I have discussed any questions I may have had about this job description prior to signing this form.

I also understand that my signature on this document does not violate my employment-at-will status.

Employee Signature

Date

Employee Printed Name