



City of Casa Grande

Police Property Technician

GENERAL PURPOSE: Under general supervision, performs a variety of clerical and administrative work involving the receipt, preservation, storage and release of property and evidence in accordance with State laws and City ordinances.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Collects, preserves, logs and secures evidence collected by police officers in accordance with State laws and City ordinances; marks and stores all evidence in an orderly manner for quick retrieval; documents all handling of evidence and property; maintains activity logs and generates reports as needed.
- Secures and stores all evidence to maintain the proper chain of evidence for court presentation; releases items to authorized parties for court purposes and laboratory analysis; documents return of evidence to custody. May transport evidence for processing.
- Researches and tracks case dispositions for disposal and release of evidence and property; upon notification of case closure from appropriate authority, destroys or disposes of evidence and property, or returns to owner.
- Maintains property room log book and inventory listing; verifies completeness of reports and case documentation; conducts regular inventory of evidence room and property.
- Files forfeiture paperwork on confiscated weapons; traces weapons through ATF database.
- Performs fingerprinting as needed.
- Communicates with owners of property and answers citizen inquiries and complaints regarding property dispositions.
- Tracks pawn tickets from area pawn shops and maintains files; oversees checking for stolen items.
- Prepares a variety of reports and records.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: None.

JOB DESCRIPTION
4207 Police Property Technician.doc

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent, and one (1) year's experience in law enforcement property or records management.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of rules for the collecting, preserving and securing of physical evidence.
- Knowledge of modern law enforcement principles, procedures, techniques and equipment.
- Knowledge of Police Department administrative procedures.
- Knowledge of pertinent Federal, State, and local criminal and civil laws, codes and regulations.
- Knowledge of the principles of record keeping and records management.

- Skill in packaging and organizing numerous items of evidence in an orderly fashion for storage and retrieval.
- Skill in maintaining accurate evidence records and generating special and periodic reports.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in following and effectively communicating verbal and written instructions.

Special Requirements: Possession of a valid Arizona Drivers License; specific technical training and certifications may be required.

Physical Demands / Work Environment: Work generally done in police facilities. Must be able to lift and carry items weighing up to 30 lbs. Evidence handling and processing may include hazardous and bio-hazardous materials.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.