



PROPERTY EVIDENCE TECHNICIAN II

DEPARTMENT: POLICE
GRADE 14

CHARACTERISTICS OF THE CLASS:

Under general supervision of the Property Unit Manager, receives, logs, inventories, controls, and distributes evidence, narcotics, monies, firearms and property. Duties include maintaining correspondence with victims, preparing evidence reports and forms, numbering and maintaining evidence and transporting and destroying of evidence pursuant to Florida Statutes. Additionally, this position will provide training to new personnel to the Property Unit. The employee also performs routine clerical work. The incumbent is required to perform duties with a high level of confidentiality and integrity. Work is reviewed through observation and written reports for adherence to establish guidelines, policies, and procedures. Tasks involve lifting and carrying of objects 20-100 pounds.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Sorts, files, transports, tags, stores, and inventories evidence, firearms, weapons, contraband, miscellaneous property and monies.
2. Processes and files incoming, returned, and outgoing property; returns property to rightful owners.
3. Prepares and inventories accurate lists of guns, firearms, and narcotics to be destroyed and monies for deposit.
4. Provides training on property and evidence procedures to new personnel added to the Property Unit. Communicates with the Property Unit Manager to provide updates on the progress of new personnel.
5. Main point of contact for coordinating audits and inventories of property and evidence for the Property Unit.
6. Responds to in-person and telephone inquiries, provides information, and directs callers.
7. Enters and updates information in manual or computerized records and files.
8. Operates a computer, photo copier, calculator and associated electronic equipment; uses various hand tools in the destruction of property.
9. Researches, locates and gathers evidence for Police Department personnel.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS:

A. Training and Experience:

High School Diploma or GED; supplemented by three (3) years of responsible work involving warehousing and inventory.

Obtain a certification in property and evidence (PEAF - Property and Evidence Association of Florida, IAPE – International Association of Property and Evidence)

B. Knowledge, Abilities and Skills:

Knowledge of Florida Statutes pertaining to the confiscation, preservation and destruction of evidence and property. Knowledge of inventory control procedures.

Knowledge of modern office practices and procedures. Ability to maintain concise and accurate records.

Ability to clearly explain and train new personnel to the Property Unit on the procedures, guidelines and best practices for the intake, storage, release and destruction of property and evidence.

Ability to establish and maintain effective working relationships with superiors, law enforcement personnel, and the general public.

Ability to communicate effectively, in English, both verbally and in writing.

Ability to understand and follow complex instructions.

Skill in the use of modern office equipment.

C. Physical Requirements: 4

D. Environmental requirements: 3

F. Sensory Requirements: 2,3,5,6,7,8,9

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