

PROPERTY TECHNICIAN

JOB PURPOSE AND SUMMARY:

A civilian position within the Sheriff's Department responsible for maintaining control and security of property and/or evidence. Property Technicians receive, maintain, issue, or release property and evidence. Incumbents perform various database functions utilizing a property/evidence control system.

Property Technicians maintain physical security, control, and disposition of all evidence and property to include high value items such as vehicles, controlled substances, currencies, and firearms in compliance with legal, regulatory and Sheriff's Office procedural requirements. They document all chain of custody movement of property/evidence to include intake, storage location, transportation of items, and identified final disposition /disposal. As well as, respond to evidence/property inquires of the general public and official authorities in person and telephonically to include identification, location and dissemination of items.

CLASSIFICATION DISTINCTIONS

This is a first line, journey level position of two in the Property and Evidence job family line. Incumbents perform highly independent, responsible, clerical/technical work. This position reports to Evidence Control Manager in the Law Enforcement Division.

Incumbents perform highly independent, responsible, technical work. This position reports to the Evidence/Logistics Manager in the Civil Branch.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Stores, assigns, maintains, controls, and provides security and distribution of property, equipment and supplies.
- Maintain working relationships with agencies which may contract with CCSO for evidence handling services.
- Coordinates the transfer of property and/or evidence
- Performs database management functions
- Assists the general public, as well as other agencies, with questions regarding status of property, services and processes both via the phone and in person
- May establish and provide testimony for chain-of-evidence in court
- Record and maintain the official listing of illegal narcotics, moneys, and general property and evidence to be held
- Transport controlled or illicit narcotics and other evidence to the Crime Lab

- Plan and supervise the proper viewing and/or destruction of critical items of evidence such as narcotics and other illegal items.
- Arrange and prepare to deposit evidence currency with the County Treasurer's Office.
- Coordinate with Deputy Prosecuting Attorneys, Detectives, Defense Investigators and Attorneys for evidence viewings. Assist and be present at viewings and maintain proper chain-of-custody.
- Direct the collection of DNA and fingerprint testing material according to Washington State Patrol guidelines and RCW 10.73.170
- Write found property reports to enter items into the Property Evidence system.
- Write supplemental reports to enter items of evidence received from WSP Crime Laboratory
- Monitor packaging correction notifications for compliance.
- Keep abreast of new laws, especially those that directly impact how work is carried out in the Evidence Unit.
- May develop curriculum and provide training to employees in the Enforcement and Corrections branches. Training to include aspects of proper evidence handling and packaging.
- Track and move vehicles in impound lot. Work with tow companies and provide physical labor when necessary to move, reposition, intake and release vehicles.
- Ability to safely handle firearms.
- Ability to operate a cherry picker and forklift.
- Fulfill public disclosure requests, pull items to meet requests, make copies of documents, pictures and video,
- May receive subpoenas for testifying in District/Superior/Federal Courts regarding specific chain of custody matters in trials/hearings.
- May participate in audits and/or conduct inventory of property in warehouse.
- May perform other assignments and handle special projects as required.
- Provide information and reporting to outside agencies such as the Washington Attorney Generals' Office, State of Washington Auditor's Office, CALEA, etc.

QUALIFICATIONS:

- High School Diploma or GED certification
- Valid drivers' license at the time of appointment
- United States Citizenship or Lawful Permanent Resident required.
- A minimum of two (2) years of work experience with emphasis on law enforcement, property handling, general inventory, accounting/records management, or related areas (examples: working as a law enforcement officer, or in a warehouse, library or store with an emphasis on inventory control)

- Ability to apply sound judgment
- Ability to research and apply federal, state, and local laws.
- Ability to effectively interact with people who may be emotional and/or verbally aggressive.
- Ability to cope with exposure to reports that may contain, videos, photographs, which may be explicit and sensitive in nature.
- Ability to lift 30 pounds.
- Microsoft Word processing, Excel and basic computer skills required.
- Any combination of education, training and experience that would provide the required knowledge and ability to perform the essential duties of the classification will be considered.

Knowledge of: database management systems; concepts of basic reasoning and judgment; basic writing formats to include spelling, punctuation, and grammar; human and public relationships; concepts of basic reasoning and judgment; basic self-defense tactics; and basic writing formats to include spelling, punctuation, and grammar.

Ability to: learn and effectively analyze, interpret and apply policies and procedures; interpret and apply federal, state, and local laws and regulations; communicate clearly and concisely, both orally and in writing; multi-task and meet deadlines; establish and maintain effective working relationships with those contacted in the course of work, other members of the staff, and the general public; demonstrate strong judgment skills; operate a computer keyboard terminal/PC to input inmate and/or items of evidence into a database; and type or keyboard 35 WPM.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

Incumbents are assigned to the Enforcement Division of the Sheriff's Department, and work is primarily performed in a variety of settings to include property rooms, or property/evidence warehouse. Incumbent may be exposed to emergencies presenting physical risks from various sources including a variety of potential weapons, noise, chemicals, and other potential situations. Incumbents must be able to wear protective equipment as required by the department. Additionally, incumbents may be exposed to face-to-face interactions and confrontations with angry, hostile, depressed and/or otherwise emotionally distraught citizens/suspects.

Essential tasks include use of various equipment associated with receiving/releasing of property/evidence in addition to equipment such as a personal computer, telephone, copiers, printers, and other applicable technical equipment. In the course of routine duties, incumbents are sitting, walking, standing, bending, lifting and/or carrying items up to 75lbs. Incumbents are required to drive a vehicle: to off-site training facilities, seminars, academies, or in the transport of property and/or evidence.

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