

LINN COUNTY CLASSIFICATION

TITLE: PROPERTY/EVIDENCE CLERK

NUMBER: 669

APPROVAL ORDER NUMBER 2016-048

PAY RANGE: 11

DATE: March 8, 2016

CATEGORY: DSA

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Responsible for receiving, inventorying, documenting, tracking, storing and property releasing or disposing of property and evidence, some of which is connected with criminal activities. Maintains inventory systems and ensures that chain of custody is preserved at all stages of the process.

SUPERVISION RECEIVED: Works under the general supervision of the Support Services Division Commander and under the direct supervision of the Support Services Staff Sergeant who reviews work for compliance to departmental policies and procedures, all applicable city, state and federal laws, nationally recognized standards and who provides training and assigns duties.

SUPERVISION EXERCISED: Supervision of employees is not a responsibility of positions in this classification, but may assign duties and assist in training new employees.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Receives, inventories, protects and stores a variety of crime scene materials collected for analysis and/or evidence, which includes general property, as well as, biologicals, weapons, jewelry, money, drugs/narcotics and chemicals.
2. Receives, inventories, protects and stores property, including diverse personal property items, as well as, firearms, jewelry, money and other items of intrinsic value.
3. Maintains accurate manual and automated inventory systems and records of all property and evidence; documents, properly marks, tags and packages evidence and property as required.
4. May retrieve and transport evidence/property from a crime scene; transport evidence/property to the state laboratory for analysis as required and may transport evidence/property for destruction.
5. Responsible for safe storage of evidence and for ensuring that chain of custody is clearly preserved whenever evidence is received or is removed from evidence/property room.
6. May assist detectives and/or officers with showing and identifying evidence in court; may testify to chain of custody and policies and procedures.
7. Determines ownership of property or evidence by checking police reports and public record systems.
8. Works directly with the public, both on the telephone and in person, answering questions about property and evidence being held.

9. Evaluates public request for release of evidence and property; checks that case is completed or statute of limitation has run out before releasing property; checks with District Attorney's Office for authorization to release property, ensuring the items are no longer needed for co-defendants, appeals or other court proceedings; checks for outstanding warrants and whether release has been authorized before releasing property; may photograph property and evidence used in criminal cases before releasing it to owners.
10. Checks case reports for authorization to dispose of evidence and property; assists in the disposal of evidence and unclaimed property through destruction, charity or auctions; purges items from inventory records.
11. Maintain records, facilities, workspace and property/evidence in accordance with and meets all departmental policies and procedures, as well as, applicable city, state and federal laws and recognized state and national standards.
12. Actively supports and respects diversity in the workplace.
13. Develop and maintain effective, harmonious and reasonable work relationships with others.
14. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Knowledge of State of Oregon Criminal Law, as well as, applicable laws governing retention, release, expunction and destruction of property and evidence. Knowledge of investigative procedures; the gathering and preservation of evidence and the protection, storage, organization, documentation and life-cycle of property and evidence; Knowledge of International Association of Property and Evidence (IAPE) Standards. Ability to use, create, modify and interact with databases and spreadsheets and create ad-hoc inquiries to databases. Ability to use the Windows computer environment with strong typing, word processing, database and spreadsheet skills.

Ability to testify clearly, cogently and credibly in Court. Ability to plan and organize work independently. Ability to develop and maintain effective working relationships with Deputies, Supervisors, Court personnel and the general public.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school or possession of the equivalent GED Certificate. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described will be considered.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior or unlawful use, possession, delivery or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written and oral interview as prescribed by the Sheriff's Office. Must pass a comprehensive psychological evaluation. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Must be Law Enforcement Data System (LEDS) certified within one (1) year. Must possess and maintain a valid First Aid and CPR card. Must obtain a forklift operators certificate within one (1) year. Must obtain International Association of Property and Evidence (IAPE) certification within one (1) year.

PHYSICAL DEMANDS AND WORK ENVIRONMENTAL: Work is performed both indoors and outdoors in various settings. Work requirements include the ability to sit, walk, talk and hear; drive a motor vehicle; operate heavy machinery (forklift); go up and down ladders; go up and down stairs; use hands to finger, handle or operate objects or controls and reach with hands and arms. The work requires the ability to lift or move fifty (50) pounds, including up and down stairs/ladders.