

<b>PROVO CITY CLASSIFICATION SPECIFICATION</b>	
<b>Title:</b> Law Enforcement Technician	<b>Job Code:</b> 4205
<b>Date:</b> December 12, 2017	<b>EEO Code:</b> OC
<b>FLSA Designation:</b> Non-Exempt	<b>Civil Service Status:</b> Covered (UC)

**DEFINITION:** This is clerical and technical support work in the Police Department with responsibility for police evidence room, quartermaster, and/or inventory control functions.

**CLASSIFICATION STANDARDS:** Positions allocated to this classification are responsible to a designated supervisor and perform all tasks under close to general supervision. This work is distinguished by its responsibility to maintain chain of custody and inventory controls for the police evidence room and/or quartermaster function. Based on assignment, Law Enforcement Technicians may perform any combination of the essential functions listed below.

**ESSENTIAL DUTIES:** Receive, secure, and receipt all property and evidence items; verify evidence reports against property reports to ensure accuracy; ensure all items received are packaged and labeled correctly; maintain a consistent and legally defensible chain of custody, including securing the evidence room at all times; ensure officers and police personnel are educated on the proper methods of packaging, sealing, and labeling evidence and property; maintain manual and/or computerized records of all items received, processed, and dispersed; determine appropriate and lawful disposition of property including property destruction as needed and in accordance with applicable rules, regulations, and statutes; testify in court as needed; release property to officers, property owners, courts, and/or other agencies; maintain an accurate accounting of all property transfers and releases; ensure that evidence needing lab work is properly routed in a timely manner; perform or assist in performing inventory checks and/or audits of the evidence room; account for money received, disbursed, and/or deposited; provide input into department policies regarding evidence and property control processes; resolve evidence and property handling problems with the public and other groups.

Perform quartermaster duties including maintaining current and accurate records on all department property; ensure accurate distribution, tracking, and subsequent collection of all equipment and department items; coordinate with division commander on needed equipment and/or supplies and ensure they are ordered, received, and distributed in a timely manner; ensure equipment receives proper maintenance and make general repairs as needed; work special events as assigned by the division commander; perform other related duties as required.

**MINIMUM REQUIREMENTS:** High school diploma or equivalent and three (3) years of major clerical and/or inventory control experience, preferably in support of a law enforcement program or related field **OR** an equivalent combination of job-related education and experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience].

**License(s)/Certificate(s):** A valid, lawful Driver's License is required. International Association for Property and Evidence training on evidence room management required within 1<sup>st</sup> year of employment. IAPE Property and Evidence Specialist Certificate preferred.

**SELECTION FACTORS:** *Knowledge of:* applicable rules, regulations, policies, and procedures related to maintaining evidence and property; chain of custody procedures and practices; related laws, codes, rules, and regulations governing functions of the position; the operations, functions, and terminology common to the work; basic English composition, spelling, and grammar; basic money handling processes. *Skill in:* computer operation, data entry, and information retrieval; tracking property and equipment using manual and computerized processes; practicing trust-building behaviors. *Ability to:* quickly and accurately perform work; deal with the public in a pleasant, courteous, and calm manner in all circumstances; communicate effectively both verbally and in writing; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports as needed; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

**TOOLS AND EQUIPMENT USED:** Computer, basic word processing and spreadsheet programs, online search engines and databases, computerized inventory tracking systems, telephone, police radio, handheld computers and/or scanners, other job-related equipment as needed.

**PHYSICAL DEMANDS:** Requires physical dexterity including walking, standing, stooping, reaching, climbing, crawling, bending, lifting up to 50 lbs., and otherwise moving in and around department equipment. Requires sitting at a desk, table, or computer for long time periods while maintaining concentrated attention to detail.

**ENVIRONMENTAL FACTORS:** Work is primarily performed in a climate-controlled environment with occasional exposure to chemicals and unpleasant elements such as drugs, bloody or otherwise soiled items, and crime scenes. Work is occasionally performed outdoors and includes exposure to inclement weather and high stress situations.

RF.  
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 Department Director

12-3-2017  
 \_\_\_\_\_  
 Date

[Signature]  
 \_\_\_\_\_  
 Mayor/Chief Administrative Officer

12/12/17  
 \_\_\_\_\_  
 Date

**NOTE:** The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.