

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: PL022 Police Property Technician
POSITION #/TITLE: 1203, 2588, 2589 Police Property Technician	Adopted: 07-97
	Revised: 09-09

POSITION DESCRIPTION

Dept: Police	Manager Level: Non-Manager
Salary Plan/Description: POL/Police Bargaining	Salary Grade: 29
Reports To Position #/Job Code #/JC Title: NB133/Police Sergeant	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Heavy	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Physical Qualifications, Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Maintains evidence and other Police property; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Maintains a precise documentation of the chain of evidence, including logging items in, recording when items are checked out and returned;

Handles and secures evidence, including that of value and/or delicate constitution, including jewelry, narcotics, firearms, bodily fluids and other related medical samples, and including confidential personal information;

Oversees the disposal of evidence as directed;

Conducts research and gathers information for release of evidence and other property in coordination with departmental records and files, City and County Attorneys and the medical examiner;

Researches disposition information on cases, forfeitures, appeals and follow-ups on appeals and post convictions;

Reviews police reports related to property, abandoned vehicles and bicycles;

Researches serial numbers using City, County, State and Federal computer files;

Locates and contacts owners of property for release by use of telephone and makes deliveries as necessary;

Notifies vehicle owners and lien holders of vehicle impoundment in compliance with State Code;

Coordinates the sale of abandoned and unclaimed property in compliance with State Code;

Responds to and/or refers questions concerning Police evidence and property policy and procedures and requests for information by members of the public and in person or by telephone;

Ensures that citizens service problems are resolved in a courteous and timely manner;

Testifies in court on evidence handling procedures in general and in specific cases;

Oversees enforcement of Chapter 25 of the City Code;

Photographs evidence as necessary;

Performs data input;

Attends meetings, conferences and workshops;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of evidence and property handling processes, policies, and procedures;
Thorough knowledge of research processes for property ownership records;
Thorough knowledge of computerized records procedures;
Thorough knowledge of Police and Street Department general operating procedures applying to abandoned and unclaimed vehicles;
Thorough knowledge of state and local laws pertaining to the custody and disposal of abandoned and unclaimed property and vehicles;
Good knowledge of firearms;
Good knowledge of business arithmetic, accounting procedures and statistical preparation, and presentation methods and procedures;
Skill in oral and written communication;
Ability to handle confidential and/or valuable material with good judgment and personal integrity;
Ability in persuasion and negotiations;
Ability in organization development, team building, and group processes;
Ability to work under pressure in a public area;
Ability to process incoming material in a timely fashion;
Ability to organize and prioritize;
Ability to prepare accurate and reliable reports containing findings, recommendations and conclusions;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to operate a calculator, copy machine, automobile, fax machine and typewriter;
Ability to work under direction, with considerable latitude in work method and schedules;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with an Associate's Degree in Business Administration, Information Services, Paralegal, or related field preferred; and
Some experience in Police evidence procedures; or
Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

Current National Crime Information Center (NCIC) Certification within one year of hire.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Sufficient clarity of speech and hearing which permits the employee to communicate effectively;
Sufficient vision which permits the employee to review a wide variety of written reports and other materials in both hardcopy and electronic form;
Sufficient manual dexterity which permits the employee to operate a computer keyboard and process evidence;
Sufficient personal mobility which permits the employee to monitor the evidence area of the Police Department.