

## **POLICE PROPERTY TECHNICIAN**

### **General Statement of Duties**

Performs routine clerical and technical work in receiving, handling, storing, and disposing of property in the Evidence/Property Section of the Police Department.

### **Distinguishing Features of the Class**

An employee in this class performs clerical and technical work in managing property found, seized, recovered or held for safekeeping by the Police Department. This position is responsible for cataloging property, storing it securely, and providing detailed documentation to track the property at all times. The employee interacts with the court system, District Attorney's office, Clerk of Court's Office, and other law enforcement agencies. The employee must be able to deal effectively with Police Department staff, other law enforcement officers, local officials and the general public. Work is performed under the general supervision of the Support Services Captain and is checked by observation and by review of reports and audits.

### **Essential Duties and Illustrative Examples of Work**

Manages all property found, seized, recovered or held for safekeeping by the Police Department; provides detailed documentation at intake; maintains integrity of each item and provides proper storage; revises and signs chain of custody forms to track property that changes hands; ensures that property is removed from Property Room only by authorized personnel; provides extensive computerized records of property; executes proper procedures for handling different types of property; disposes of unclaimed property according to established policies and procedures.

Provides budget information to supervisor for review.

Instructs department personnel on proper submission of property/evidence.

Visits and inspects the automobile impound lot weekly to ensure security.

Answers questions from the public regarding the status of their property.

Interacts with District Attorney's office, Clerk of Court's office, and other law enforcement agencies; testifies in court regarding evidence.

Delivers proceeds/money to Winston-Salem Forsyth County School System; contacts school system attorney regarding impounded vehicles.

Delivers cell phones to Domestic Violence Unit.

Maintains inventory of supplies required by police officers for submission of property; stamps envelopes and evidence bags.

Performs all housekeeping tasks in the Property Room.

Performs related duties as required.

### **Knowledge, Skills, and Abilities**

Work requires knowledge of basic court procedures pertaining to chain of custody testimony.

Work requires ability to input data based on internal procedures.

Employee must be able to handle confidential information and multiple priorities while meeting deadlines.

Work includes the ability to develop and maintain effective working relationships with law enforcement officers and staff, and outside law enforcement agencies. Employee must be able to deal effectively and courteously with the general public.

Work includes the ability to communicate orally and in writing.

### **Physical Requirements**

Must be able to physically perform the basic life operational support functions of standing, walking, fingering, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force to move objects.

Worker may have occupational exposure to potentially infectious bodily fluids.

Worker must possess the visual acuity to prepare and analyze data and figures; to perform accounting tasks; to operate a computer terminal, and to do extensive reading.

### **Desirable Education and Experience**

High School diploma or equivalent combination of education and experience.

### **Additional Information**

This position is classified as safety sensitive per the Town's Personnel Policy.

### **Fair Labor Standards Act (FLSA) Status**

Non-Exempt  
2021