

Evidence Control Specialist

FLSA Status: Covered
Bargaining Unit: District Council of Trade Unions (DCTU)

General Summary

Positions in this broad class maintain security and chain of custody of evidence and property for the Police Bureau, including handling of hazardous and contaminated evidence.

Evidence Control Specialist - 30000050

Distinguishing Characteristics

The journey level of this class typically receives, stores, protects, preserves, checks-out, releases and provides security for all evidence and property turned in to the Property/Evidence Unit.

Typical Duties/Examples of Work

1. Receives and safely stores all evidence/property received from Portland Police Bureau personnel, other agencies and citizens; verifies receipt of items.
2. Checks evidence in and out, to and from police officers, district attorneys, officers of the court and federal agencies according to chain of custody requirements.
3. Assembles, inventories and assists in the destruction of guns, drugs and bio-hazardous materials.
4. Assists and advises police officers with proper Property/Evidence procedures.
5. Performs inventory control through computerized records maintenance system; enters, searches and retrieves data; writes police reports and memorandums; performs audits.
6. Picks up and transports evidence and property from various police precincts and divisions, and the State crime laboratory.
7. Pulls, transfers and accounts for all evidence and property eligible for disposal, including guns and drugs; sorts unclaimed property and evidence, and Bureau surplus property, to destroy, sell, transfer or donate it as appropriate; administers and coordinates the sale of seized property and autos.

- 8. Assists citizens in locating property and procedures for retrieving property; responds to a variety of inquiries from police officers, court officers and the public.
- 9. Verifies eligibility to possess a firearm.
- 10. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of: evidence handling techniques; inventory and property control; laws and regulations related to evidence; proper handling of chemical and biological hazards and firearms

Ability to: operate computerized law enforcement and inventory control systems; deal with crisis and traumatic events; interpret and apply specific rules, regulations, laws and procedures

Skill in: oral and written communication; delivering effective presentations; accurate record-keeping; providing effective customer service

Special Requirements

Valid driver's license with Class "C" endorsement; forklift license; ability to obtain LEADS Certification. Ability to be fit-tested and routinely wear a full face respirator used while handling hazardous materials (chemical, biological and organic).

Classification History:

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:

0410 Storekeeper Revised 01-18-83

June 2009 - Change Job Class number from 0400 to 30000050, due to system change.

Evidence Control Specialist, Lead - 30000051

Distinguishing Characteristics

The lead level of this class typically provides training, monitoring and review to property/evidence control staff, as well as performing functions of the journey level. It differs from the Police Property/Evidence Control Specialist by its lead role and administrative duties. Note: This is a premium pay class for assignment of lead duties. Employees do not accrue seniority or obtain status in this class. Employee is assigned from a base class.

Typical Duties/Examples of Work

1. Serves as lead to property/evidence control staff; provides training; assigns, monitors and reviews work; coordinates tasks.
2. Performs a variety of administrative and record management functions for their assigned unit.
3. Trains and instructs police officers with proper Property/Evidence procedures.
4. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of: property/evidence control procedures of the bureau

Ability to: schedule and assign the work of others; lead, coach, monitor, motivate and correct staff

Special Requirements

Valid driver's license with Class "C" endorsement; forklift license; LEADS Certification. Ability to be fit-tested and routinely wear a full face respirator used while handling hazardous materials (chemical, biological and organic).

Classification History:

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99.

June 2009 - Change Job Class number from 0401 to 30000051, due to system change.

Working Conditions

Work in this class is typically performed in an office, warehouse and vault environment. Incumbent is typically required to lift up to 50 pounds; to handle chemical and biological hazards, drugs and firearms; to be exposed to emotionally distraught individuals.