

Police Impound Technician

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

General Summary

Positions in this broad class process forfeiture seized and evidence vehicles, including receiving, releasing, inventorying, storing, repairing and cleaning vehicles.

Police Impound Technician - 30000097

Distinguishing Characteristics

This is a single level class. It is distinguished from the Auto Servicer class by its work with law enforcement computer and records systems, forfeiture tasks, and performing minor repairs. It is distinguished from the Vehicle Mechanic class by its performance of only minor repairs on vehicles to ensure operability.

Typical Duties/Examples of Work

1. Receives vehicles and property delivered by tow companies; completes detailed records of vehicles and property; photographs vehicles.
2. Release vehicles and property to authorized persons; delivers vehicles and property to authorized persons or auction companies.
3. Maintains physical and computer records of current and released vehicles; enters and accesses information through law enforcement computer system.
4. Stores vehicles according to condition, value, and weather conditions; protects vehicles by covering openings and removing hazardous materials.
5. Cleans and services vehicles in preparation for auction; performs minor service sufficient to ensure operability of vehicles; purchases parts within prescribed limits; transports vehicles to auction companies using tow apparatus.
6. Assists investigators, attorneys and others in the examination of impounded vehicles; removes obstructions and opens trunks and gloveboxes to allow thorough investigation of areas of interest.
7. Maintains shop area, tools, equipment, parts and supplies.

- 8. Contacts and deals with accused parties regarding impounded vehicles and property; attends forfeiture auctions and assists with final preparations.
- 9. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of: basic automotive servicing and maintenance; troubleshooting techniques

Ability to: maintain records; maintain inventory; research equipment, parts and supplies needs; maintain confidentiality as appropriate; communicate effectively with the public; establish priorities and work independently; establish and maintain effective working relationships with co-workers; work constructively in a team

Skill in: servicing vehicle problems; operating a personal computer

Special Requirements

Valid driver’s license; obtain PPDS/LEDS certification within three months of hire; obtain forklift certification within three months of hire

Classification History:

Adopted: 2-03-99:

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

Revised: 06-30-06 Minor modifications to “Special Requirements” and “Working Conditions” sections.

June 2009 - Change Job Class number from 1235 to 30000097, due to system change.

Working Conditions

Work in this class is typically performed in office, shop, and field environments. Incumbent is occasionally required to lift up to 50 pounds; to work outdoors in all weather conditions; to wear protective gear; to work with hazardous materials and power equipment; to be exposed to shop noise.