

POLICE PROPERTY CLERK

CITY OF MILPITAS  
EFFECTIVE: 2/6/90  
REVISED: 06/2014  
EEOC: Office/Clerical  
FLSA: Nonexempt  
UNIT: MPOA  
PHYSICAL: 1

DEFINITION

The Police Property Clerk performs technical support duties to provide effective storage, maintenance and control of police department evidence and property.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Support Services Commander or other designated supervisor.

Coordinates with other employees and vendors as necessary to transport, deliver or dispose of evidence and/or property.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Receives, records, stores, releases and disposes of all evidence and property in accordance with established procedures and laws.

Updates policies and procedures relating to evidence and property.

Barcodes all incoming evidence and property.

Maintains all evidence storage areas at police building and any remote site.

Prepares evidence and property for auction and coordinates pick-up.

Processes auction payments and required advertisements.

Photographs evidence.

Assists with cataloguing evidence at Search Warrant scenes.

Processes court orders for return or destruction of evidence.

Processes requests from officers, district attorney, private attorneys, insurance companies for photos, copies of audio and videotapes, evidence, and other items.

Consults with the City Attorney on the disposal of certain types of evidence / property.

Transports evidence to and from crime labs, coroner's office, and other locations.

Testify in court as required by subpoena.

Coordinates requests for narcotics analysis; transports narcotics to lab.

Decontaminates biohazard areas such as blood-dry cabinets.

Arranges for disposal hazardous materials or transports to County disposal.

Prepares weapons and narcotics for disposal and coordinates destruction.

Transports weapons and narcotics for disposal with sworn officer.

Provides regular updates to officers in the proper evidence packaging procedures and other procedures.

Conforms to OSHA regulations on the safe storage of evidence and property.

Compile monthly criminal statistics for the City, County and State.

Serve as relief court liaison officer as required by scheduling adjustments.

Perform related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

Modern office procedures and practices.

Knowledge of basic word processing, spreadsheet, and e-mail computer software.

Knowledge of appropriate telephone etiquette and customer service skills.

Basic organization and functions of a municipal law enforcement agency.

Basic firearm safety and handling.

Modern property control methods in law enforcement or private sector, procedures.

Techniques for resolving conflict and effectively working with wide segments of the public, often under stressful and adverse conditions.

CITY OF MILPITAS  
Police Property Clerk (Continued)

Ability to:

Communicate clearly and accurately including possession of excellent interpersonal skills.

Apply accuracy, security and attention to detail in handling, storing and tracking of evidence and property.

Read fine print and detect subtle shades of color.

Safely handle controlled substances, firearms and biologically-contaminated items.

Converse over the telephone, in person and over a two-way radio.

Ability to learn laws applicable to duties and responsibilities.

Interpret and apply State laws and regulations of the City and Police Department.

Prepare accurate and grammatically correct written reports.

Take the initiative necessary to maintain an efficient operation.

Coordinate, organize and prioritize workload to meet critical deadlines.

Exercise sound judgment, initiative and creativity.

Maintain an efficient record keeping system.

Operate camera equipment, and audio/video duplicating equipment.

Understand and carry out oral and written directions.

Work cooperatively with others and deal tactfully with the public.

Learn specific public safety computer software applications.

Utilize and operate the department, state and federal computer systems.

Stay informed on new developments in the field of evidence and property control.

Be available on-call as required and travel out of town to attend meetings, trainings and seminars during work and non-work hours.

Experience:

One year of increasingly responsible experience in general clerical work, and one year of evidence and property control or related support function in a law enforcement agency. Similar experience in the private sector will be considered.

Education:

Equivalent to the completion of the twelfth grade. Coursework or in-service training in accounting or inventory control is highly desirable.

License or Certificate

Possession of a valid California Driver's License and satisfactory driving record.

**WORKING CONDITIONS**

Work is frequently performed in a highly structured, enclosed, and secured environment. Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when operating assigned equipment and using a computer screen. Acute hearing is required in the office as well as other remote locations. The ability to lift, carry and push, with or without assistance, equipment, property and evidence that may consist of large or variously shaped objects and weigh up to 50 pounds, such as a box of ammunition, is also required. The incumbent may be exposed to toxic substances and hazardous materials, such as narcotics, and weapons, as well as biohazards, such as blood and/or chemicals. This position will also drive motorized vehicles. Some of these requirements may be accommodated for otherwise qualified individuals, requiring and requesting such accommodations. Must be willing to work in a warehouse environment and wear a uniform.

**Approved by:**

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**City Manager**

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**Date**

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**Human Resources Director**

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**Date**