

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

POLICE PROPERTY AND EVIDENCE CLERK

DEFINITION:

Under general direction, to receive, process and store impounded property and evidence delivered to the Police Property Room or Police Narcotics Vault; to maintain records of property; and perform related work.

* EXAMPLES OF DUTIES:

- Receives, records, and stores various types of property that has been recovered, found, or turned in as evidence;
- Maintains files and records regarding property in custody and its disposition;
- Releases property to be used as evidence or to be returned to rightful owners in accordance with Department policy;
- Maintains chain of custody records of evidence and may testify in court concerning chain of custody records;
- Verifies that impound tags correspond to evidence to be stored;
- Determines appropriate methods of storage;
- Assists in identifying property for disposal;
- Assists in the disposal of property, the destruction of weapons or illicit drugs and other materials;
- Assists in the auction of unclaimed property;
- Stores and issues department weapons;
- Runs computer checks on evidence and found property to determine if stolen or wanted in conjunction with another case;
- Performs blood and urine splits;
- May operate a forklift to move and store property.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Six months of experience receiving, securing, storing, and releasing property and evidence in the property room of a law enforcement agency or department; **OR** one year of experience in which the primary job responsibility is providing assistance or information to the public, or receiving and issuing inventory items. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.