



# CITY OF ALTAMONTE SPRINGS

## JOB POSTING POSTING #: 2019-028

**TITLE:** Property & Evidence Technician

**Salary Range:** (4/C) \$29,245.00/yr. - \$33,632.00/yr.\*  
(\*based on last ten (10) years experience)

**DEPT/DIVISION:** Police/Investigations (503)

**City Applications will be accepted for Posting #2019-028 if postmarked no later than midnight on May 21, 2019 or if received prior to 2:00p.m. on May 22, 2019.**

### MINIMUM QUALIFICATIONS:

- Two (2) years' experience/education in one or a combination of: inventory/supply administration, storage and records management, handling and processing sensitive and confidential information, or non-sworn criminal justice proceedings.
- One (1) year computer experience using Microsoft Office applications. Knowledge of data entry and retrieval in Windows-based computer programs.
- High School Diploma or G.E.D.
- Valid driver license. Must obtain Florida driver license within thirty (30) days of employment.  
Driving history for the past three (3) years must reflect no violations of a driving related offense, or driving under the influence (DUI) which includes both drugs and alcohol, reckless driving, or hit and run involving an occupied vehicle or attended property, or an accumulation of traffic violations, plus three (3) points for each attendance at driving school (regardless of whether points were assessed against the license) where the penalty points do not exceed twelve (12).

### PREFERABLE QUALIFICATIONS:

- Experience in Police Property & Evidence storage and knowledge of evidence chain of custody procedures.
- Certified Property & Evidence Specialist (CPES) by the International Association for Property & Evidence (IAPE). Must be able to successfully attain above certification within two (2) years of employment.
- Completion of the following NIMS Courses within designated amount of time from employment date:
  - Basic IS-700 (6 months)
  - Basic ICS-100 (6 months)

### POSITION FUNCTION:

Gather, log, and maintain all property & evidence coming under the control of the Police Department, maintaining and safeguarding integrity and chain of custody.

#### **NOTE:**

*The selection process for positions in the Altamonte Springs Police Department will include Drug Testing and a Truth Verification Examination/Computer Voice Stress Analysis (CVSA); an in depth Background Investigation to include a Level 2 nationally fingerprint-based records check; and the CJIS (Criminal Justice Information Services) Security Clearance process to include approval for controlled access to protected information.*

AN APPLICATION MAY BE OBTAINED FROM THE DEPARTMENT OF HUMAN RESOURCES OR DOWNLOADED FROM [www.altamonte.org](http://www.altamonte.org)

#### **PLEASE SEE REVERSE SIDE FOR TASK/DUTY DETAILS**

*THE CITY OF ALTAMONTE SPRINGS IS AN EQUAL OPPORTUNITY EMPLOYER. THE CITY PROHIBITS DISCRIMINATION, HARASSMENT OR RETALIATION IN ALL OF ITS EMPLOYMENT PRACTICES BASED ON RACE, COLOR, SEX (INCLUDING GENDER, GENDER IDENTIFICATION, OR EXPRESSION), AGE, NATIONAL ORIGIN, POLITICAL AFFILIATION, DISABILITY, GENETIC INFORMATION, MARITAL STATUS, MILITARY VETERAN STATUS, OR ANY OTHER CATEGORY PROTECTED BY APPLICABLE FEDERAL, STATE, OR LOCAL LAW.*

The City will provide reasonable accommodations necessary to applicants with disabilities preventing them from completing a City application form. Please contact the Department of Human Resources immediately if you need a special accommodation.

**WE ARE PEOPLE WHO CARE ABOUT PEOPLE**

## Tasks/Duties of Property & Evidence Technician

*Below is a summary of the Tasks and Duties of this position. For a listing of duties and responsibilities for this position, please see the Job Specification/Demands Analysis included with the posting in the City Hall lobby.*

<b><u>TASK/DUTY</u></b>
Gather property & evidence items submitted by officers and inspect items received to ensure compliance with packaging standards.
Maintain an inventory control system where the “Chain of Custody” and integrity of all items are preserved. Protect all physical items from theft, loss, damage or contamination. Enter and maintain property & evidence information into an inventory control computer software program.
Maintain warehouse storage facility, office, and document files in a clean and organized manner for easy retrieval and auditing.
Segregate recovered property from evidence, and return recovered property to owners as soon as possible. Respond to inquiries from law enforcement personnel, State Attorney’s Office, and citizens concerning property & evidence.
Conduct property & evidence purges through destruction, auctions, charitable donations or conversion to city use and complete the necessary paperwork and computer entries to finalize the process.
Forward and/or retrieve items to be analyzed/processed to FDLE, SCSO, ASPD Lab, or other agencies as required. Maintain computer records for all items entering and leaving the property & evidence storage facility.
Preserve digital evidence items stored within a cloud based evidence storage system. Provide copies of digital recordings or paper documents when requested by the State Attorney’s Office or to a member of the Police Department.
Work independently with minimal supervision. Be able to organize and track inventory with a high degree of accuracy. Effectively communicate with supervisors and coworkers on duties and tasks related to the property & evidence facility. Effectively communicate with other employees, managers, and citizens both verbally and in writing.
Deliver evidence to court and testify on the disposition and/or chain of custody of evidence. Drive to and from work sites. Perform additional duties as assigned. Be available for emergency call-outs.
Submit quarterly reports detailing the number of items received in the facility as well as the number of items disposed.
Adhere to the requirements of the department’s Drug Free Workplace Program including non-use of tobacco products during working hours (DRUG TESTING WILL BE REQUIRED)

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