

CITY OF REDWOOD CITY POLICE PROPERTY CLERK

DEFINITION

To perform administrative and technical duties associated with the maintenance and control of police property, evidence, and supplies; to protect the integrity of evidence throughout the judicial process; to perform evidence-related procedures.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Police Records Supervisor.

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

Book, process, store, and maintain police property and evidence; enter evidence and property data into computer.

Transport evidence for criminalistic examination and court presentation.

Release property and evidence to proper owners.

Provide and return crime reports from basement.

Keep inventory of Department office supplies; replenish supplies when necessary; maintain supply of spare tires for patrol cars.

Work with superiors to develop, maintain, and modify inventory and security procedures of police property, evidence, and supplies.

Inventory and auction bicycles.

Periodically dispose of weapons and narcotics; prepare associated reports.

Inventory unclaimed property to be auctioned.

Schedule to have fire extinguishers recharged and photo equipment repaired.

Prepare, package, and mail arrest tapes to Sacramento.

Communicate with courts on case status and evidence needed; perform other court liaison functions.

Perform related duties as assigned.

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QUALIFICATIONS

Knowledge of:

Legal guidelines pertaining to the maintenance and control of evidence.

General knowledge of police science and the California Penal and Health and Safety Codes.

Records management techniques; inventory control techniques.

Ability to:

Effectively account for police property and evidence; organize and maintain control systems.

Work independently in disposing of property according to defined guidelines.

Communicate effectively, both orally and in writing.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Physical Characteristics:

Must be in sufficiently good health to perform job duties and heavy manual labor.

Experience and Training Guidelines:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years in a clerical or para-professional position related to law enforcement or criminal justice.

Education:

Completion of high school or its equivalent supplemented by college level courses in criminology or related subjects.

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License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California Driver's License.

Special Requirements:

Bilingual ability may be required.

Effective Date: February, 1985

Bargaining Group: Service Employees' International Union - Local 715