



## CITY OF SANDY JOB DESCRIPTION

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<b>POSITION TITLE:</b>	Records/Property Evidence Specialist
<b>DEPARTMENT:</b>	Police
<b>FLSA STATUS:</b>	Non-exempt
<b>SALARY RANGE:</b>	124
<b>REPRESENTATION:</b>	Sandy Police Association

### **GENERAL POSITION SUMMARY:**

This position performs the full range of property and evidence control duties with only occasional instruction or assistance. This position is required to work independently, handle property and evidence within required controls, have strong attention to detail while exercising judgment and initiative and in the course of dealing with multiple interruptions. Approximately 50 % of this position acts as an Evidence Specialist and the other 50% acts as a Records Specialist. This is subject to the needs of the department. This position is subject to callouts 24/7.

### **ESSENTIAL JOB FUNCTIONS:**

#### **Evidence Specialist:**

- Proper and safe handling of controlled and/or dangerous substances
- Read, write and speak the English language with proficiency to communicate concisely in person, over police radios, through written reports and courtroom testimony.
- Care for and handle firearms in a safe and appropriate manner.
- The ability to observe, memorize and recall detail
- Prepare thorough and accurate records regarding evidence for court and has the ability to testify in a court of law.
- Ability to learn, interpret and properly apply laws applicable to law enforcement work, department policies and procedures.
- Ability to cope with situations firmly, courteously, tactfully and with respect for the rights of all citizens.
- Adapt to changes in work methods, procedures, environment, rules and goals of the Department.
- Ability to deal with angry and/or unreasonable persons
- Must manage and maintain Property Room inventory which includes ensuring incoming property has proper documentation and packaging.
- Receive, identify, classify, process, store, safeguard, oversee delivering of release and dispose of all type of police property and evidence including weapons. This can include explosives, narcotics, money, hazardous materials and body parts and fluids.
- Process media of all types; prepare media as need for court.
- Track the movement of and maintain chain of custody documentation for all property and evidence. This includes retrieve, package, and release to personnel, along with oversee the transport of property and evidence to labs for special testing and/or to court for hearings/trials, and/or to storage. Will inspect, verify receipt of, and place property back in original or new location when returned.

- Perform a variety of clerical and administrative duties in support of Department
- Coordinate the release, destruction, and disposal of adjudicated, obsolete, and unclaimed property and evidence as authorized; develop correspondence instructing property owners of the disposition of property; release items to rightful owner; pull evidence to be destroyed or auctioned; dispose of narcotics in manner directed; prepare associated reports.
- Maintain accurate records and logs of all property and evidence; maintain manual and computerized record control systems; operate a computer to access, enter and retrieve a variety of information; print and deliver reports.
- Purchase and issue evidence supplies utilized in the evidence area. Coordinate maintenance and repair of assigned equipment. Maintain files and information on vendors and suppliers.
- Answer questions and provide information to the public, District Attorney's Office, crime labs, and City staff including requests for information on property and evidence held; provide information regarding Police Department policies and procedures pertaining to the storage and release of evidence and property.
- Perform a variety of clerical and administrative duties in support of Department operations; receive and ship packages; assist in budget preparation for the Property Unit.
- Provide training and assistance to Police Department staff on the proper packaging and handling of impounded property.
- Attend and participate in training sessions related to area of assignment including firearms safety, bomb/explosive awareness, infectious disease control, hazardous materials awareness, occupational exposure to bloodborne pathogens awareness, fire protection and control, radio communications, telecommunications, evidence tracking and control systems, general forensic laboratory and evidence collection, and evidence packaging and sealing techniques.
- Check and process a variety of forms, reports, and documents; process laboratory service requests, court orders, and other documents.
- Establish and maintain positive working relationships with co-workers and the public.
- Perform other related duties as assigned.

**Record Specialist Duties:**

- Handle calls for service; both telephone and in person. Transfer to appropriate individual or Agency.
- Dispatch non-emergency calls and lobby contacts via CCOM or CAD software.
- Use LEDS and NCIC software to perform background checks for approved individuals and agencies.
- Make entries/clearances into LEDS/NCIC of stolen property, vehicles, missing persons, etc.
- Perform data entry of police reports and traffic citations. Archive and retrieve police reports for distribution to appropriate agencies and the District Attorney's Office.
- Provide Fingerprinting services to the public.
- Process Vehicle Releases for impounded vehicles.

- Process Public Record Requests pursuant to OR 192.324(2) and follow ORS guidelines to properly redact or withhold sensitive information.
- Process Officer subpoenas, maintain the Court calendar and resolve scheduling conflicts.
- Register Sex Offenders for Clackamas County per Oregon State Police guidelines.
- Take payments for Police Reports, Vehicle Releases, Alarm Permits, etc. and maintain cash and credit logs.
- Process Department of Human Services (DHS) referrals per ORS guidelines and maintain confidentiality of their records.
- Follow Criminal Justice Information Systems (CJIS) guidelines for allowing visitors into the building and allowing persons near computer monitors and sensitive data.
- Prepare Conference & Training rooms for meetings and clean up afterwards.
- Provide citizens with a variety of non-Law Enforcement information such as Road Conditions, Local Events, Directions, Phone Numbers, Traffic & Transportation information, etc.
- This position requires reading police reports that can contain graphic descriptions of violence, sex abuse, child and animal abuse. Records personnel will sometimes see photos that are graphic and/or contain disturbing images.
- Use of considerable discretion and application of specialized knowledge in recording accurate information, securing confidential records and adhering to responsible archival and dissemination procedures. Although work is performed in accordance with established rules and procedures, Records personnel must exercise considerable judgement to perform assigned work thoughtfully and critically.

**JOB SPECIFICATIONS:**

**Mandatory Requirements:**

- High school diploma or GED equivalency.
- Minimum of 3 years' experience in an office setting. A minimum of one - three years of responsible experience performing duties comparable to a Property and Evidence Specialist. Experience related to operation in a Law Enforcement setting desirable.

**Necessary Knowledge, Skills and Abilities:**

- Operations, services, and activities of a property and evidence program.
- Methods, procedures, principles, practices, and terminology used property and evidence handling, recording, preservation, storage, and release.
- Court procedures regarding evidence.
- Legal guidelines pertaining to the maintenance and control of evidence.
- Maintain a current knowledge of evidence and property storage and release procedures.
- Records management and inventory techniques.
- Principles of business letter writing and basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Occupational hazards and standard safety practices.

- Pertinent federal, state, and local laws, codes, and regulations.
- Methods and techniques used in customer service and public relations.
- Prepare clear and concise reports using proper grammar, punctuation and spelling.
- Communicate clearly and concisely, both orally and in writing.
- Perform technical and specialized clerical duties with speed, accuracy, and efficiency.
- Receive, process, store, document, release, and dispose of various evidence and property.
- Effectively account for police property and evidence; organize and maintain control systems.
- Apply and explain pertinent laws, rules, regulations, protocols, policies, and procedures related to property and evidence.
- Understand the criminal and civil judicial systems.
- Respond to requests and inquiries from the general public.
- Safely perform the physical requirements necessary in storing and moving materials.
- Order a variety of supplies, materials, and equipment.
- Plan and organize work to meet changing priorities and deadlines.
- Follow oral and written instructions.
- Work independently in the absence of supervision.
- Ability to type a minimum of 60 - 70 wpm.
- The ability to learn the various police department computer applications.
- Ability to perform assigned tasks in an efficient and timely manner while focusing on attention to detail.
- Ability to perform all duties using courtesy, tact and a professional demeanor.
- Ability to perform all duties in compliance with department policies and procedures.
- Ability to obtain and maintain LEADS certification.
- Ability to communicate effectively, multi-task and cope with stressful situations.
- Ability to maintain confidentiality of Police archives/records. Establish and maintain effective working relationships with those contacted in the course of work.
- Ability to read, comprehend and follow simple and complex oral and written instructions.

**Special Requirements/Licenses:**

- Must possess or required to obtain a valid driver's license within thirty (30) days of hire. Must have a safe driving record.
- Must be able to pass the Department's security clearance standards, including Reference check, Criminal History background and credit check.
- Must be able to obtain Criminal Justice Information System (CJIS) clearance and must be maintained throughout employment.
- Must be able to pass test to obtain Law Enforcement Data System (LEADS) certification within 30 days of hire.
- Must be able to obtain an International Association of Property and Evidence (IAPE) or similar certification after completing 1,000 hours of Property & Evidence duties.

**SUPERVISION RECEIVED:**

Works under the direction of the Police Records Manager.

**SUPERVISORY RESPONSIBILITIES:**

This position is not a supervisory position.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Frequently required to sit and talk or listen.
- Required to walk up and down stairs or sit long periods of time and must have the hearing and speaking ability to conduct formal presentations.
- Over 50% of the work period involves the ability to reach with hands and arms, use hands to finger, handle, operate objects, tools, or controls and must have sufficient hand eye coordination to operate common business equipment.
- Occasionally lift and/or move up to 50 pounds. Reaching, bending, stretching and handling objects as required to file.
- Specific vision abilities required by this job includes close vision and the ability to adjust focus.

**TOOLS AND EQUIPMENT USED:**

General office computer/equipment including, but not limited it, keyboard, computer software, 10-key calculator, document scanning program, copier, fax machine, calculator, and telephone.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting in well-lighted, temperature-controlled office environment.
- The noise level in the work environment includes dispatch/radio transmissions, phone calls and frequent interruptions. Customer contact is high. These interactions may reach moderate noise levels.
- Personnel frequently deal with difficult, angry, or frustrated individuals
- Records personnel frequently deal with mentally ill individuals and others who may not respond to calm reasoning.
- Office and storage room setting with some travel to transport evidence to laboratories and court.
- Work in confined spaces
- Work at heights on ladders



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- Exposure to hazards and biohazards including, body fluids, dust and controlled and unknown substances.
- Mandatory overtime may be required.

*This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related or logical assignment to the position.*

***Ernie Roberts***  
Police Chief

Adopted: 09/01/2012 Revised: 04/19/2016, 11/22/2017, 11/19/2018, 6/21/2022

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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**Employee**

**Date**