

CITY OF CHATTANOOGA

Classification Specification Title: Police Property Technician

Department: Police

Pay Grade: GS.04

Supervision Received From: Police Lieutenant

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 6/29/07

Revision Dates: 4/3/25;

9/3/24; 10/20/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for maintaining the custody of property/evidence taken into custody by the department, until release or disposal is authorized. Duties include processing and maintaining the intake, chain of custody and out-processing of property/evidence; maintaining documentation associated with property and preparing and maintaining a variety of correspondence and reports associated with property. Work is performed with moderate supervision.

SERIES LEVEL:

The Police Property Technician is a stand-alone classification in the Police Department.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Processes incoming property and evidence which includes reviews items to ensure acceptability of items; reviewing intake forms to ensure completeness and accuracy; running serial numbers through the NCIC system; documenting storage location of items; entering intake forms into applicable database; weighing, sealing and/or initialing incoming items, including drugs, money, jewelry and other applicable items; distributing forms to applicable divisions; packaging, labeling and storing items and performing other related activities.

Maintains the chain of custody of property and evidence, ensuring compliance with applicable rules, regulations, policies and procedures.

Transports drugs and blood specimens to applicable laboratories and incoming cash to the Treasurer's Office.

Dispositions property and evidence which may include releasing items to owners or victims; destructing items; preparing items for auction; preparing related documentation related to the disposition of property and evidence and performing other related activities.

Serves as the control point for seizures involving vehicles and money, ensuring compliance and adherence with applicable procedures; prepares and mails related paperwork to applicable state

agencies and prepares and maintains documents generated from initial seizure through final disposition.

Prepares, processes and maintains a variety of forms, records and/or other applicable documentation related to seized property and evidence.

Performs routine maintenance and cleaning of property holding areas.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

High School Diploma or GED and one (1) year of experience involving inventory control or clerical work; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid Driver's License; Must be able to obtain NCIC Query and Basic NCIC Certification.

KNOWLEDGE AND SKILLS:

Knowledge of applicable federal, state and local laws, ordinances, codes, rules, regulations, policies and procedures; customer service principles and chain of evidence principles and practices. Skill in providing customer service; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; maintaining chain of evidence; preparing, processing and maintaining a variety of documents; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gasses, poor ventilation, chemicals, oil, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.