

**City of San José**  
**CLASS SPECIFICATION**

**TITLE: Police Property Specialist I/II (1521/1522)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Police	Police Property Supervisor	Non-exempt

### **CLASS SUMMARY**

Under general supervision, performs duties of moderate difficulty in leading and performing receipt, processing, and disposal of narcotics, monies, hazardous materials, and all types of weapons. Applies provisions of State, City, and Federal Codes and Ordinances as they relate to property in the custody of the San Jose Police Department. Distributes and collects officer equipment at Central Supply. Performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

Positions in these classes are flexibly staffed. Police Property Specialist I is the entry level class. Incumbents receive initial supervision and training in detail and are expected to progress with training, experience and satisfactory performance to Police Property Specialist II, the journey level class. Police Property Specialist I and II differ from Police Property Supervisor in that the latter has full supervisory responsibility for the central supply, police property, photo, and inventory control units.

### **QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education, experience, knowledge, skills, and abilities sufficient to satisfactorily perform the duties of the job may be substituted.)**

#### **Minimum Qualifications**

##### **Education and Experience**

**Police Property Specialist I:** Graduation from high school or equivalent and six (6) months experience performing stores related duties.

**Police Property Specialist II:** Graduation from high school and two (2) years experience in receiving, storing, and disposing of evidence and property at a level equivalent to Police Property Specialist I. There shall be no substitution of additional education for the required experience.

##### **Required Licensing (such as driver's license, certifications, etc.)**

Possession of a valid California driver's license.

##### **Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

##### **Basic Knowledge, Skills and Abilities**

**(Needed at entry into the job in order to perform the essential duties.)**

- Knowledge of common tools, supplies, and equipment.
- Knowledge of the mechanics of and record-keeping associated with storage, taking of inventory, and safeguarding various property.

**City of San José**  
**CLASS SPECIFICATION**

**TITLE: Police Property Specialist I/II (1521/1522)**

- Knowledge of safe methods of handling, storing, and safeguarding of property and materials, including hazardous materials.
- Knowledge of basic English.
- Knowledge of relevant provisions of City, State, and Federal ordinances and codes relating to disposition of property.
- Knowledge of computer terminal operations related to the entry and retrieval of information pertaining to property and evidence.
- Knowledge of the principles and practices of supervision.
- Ability to read and write legibly and compute simple arithmetic functions accurately.
- Ability to lift and carry moderately heavy and bulky items.
- Ability to maintain neat and accurate records.
- Ability to understand written and oral instructions.
- Ability to establish effective working relationships with co-workers.
- Ability to deal with wide segments of the public, often under stressful and adverse conditions.

**Desirable Qualifications**

**(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)**

- Knowledge of computer terminal operations pertaining to police property and evidence.
- Knowledge of City of San Jose ordinances and State and Federal codes relating to the disposition of narcotics, weapons and other property.
- Knowledge of safe methods of handling, storing and safeguarding of property and materials, including hazardous materials.

DUTY NO.	<b>TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	FRE-QUENCY*
1.	Receives, records, and processes narcotics, including legal disposal.	Continuous
2.	Operates police computer terminals to extract criminal history information.	Occasional
3.	Operates and uses equipment such as trucks, fork lifts, vans, pallets, and similar equipment to move and store property and evidence.	Continuous
4.	Receives, records, classifies, stores, safeguards and releases/returns money and property, including evidence recovered, found and received from prisoners by police officers.	Continuous
5.	Maintains files and records regarding property in custody and its disposition.	Continuous
6.	Follows up with detectives regarding release and disposal of evidential and recovered property.	Continuous
7.	Clears property/evidence for release/disposal by coordinating with investigating officer and prepares appropriate documentation.	Continuous
8.	Maintains chain-of-evidence records of evidential property and testifies in court concerning same.	Continuous

**City of San José**  
**CLASS SPECIFICATION**

**TITLE: Police Property Specialist I/II (1521/1522)**

DUTY NO.	<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
9.	Hand-carries narcotics and rape evidence to the Santa Clara County lab for analysis.	Occasional
10.	Researches, clears, and makes appropriate disposition of unclaimed and non-returnable items.	Continuous
11.	Transports property to and from a warehouse and other storage locations.	Continuous
12.	Issues officer equipment and materials, and keeps inventory control records.	Continuous
13.	Performs other duties of a similar nature or level.	As Required

\*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

<b>CLASSIFICATION HISTORY</b> <i>Created 3/80; Rev &amp; Ret 4/84 (formerly Police Property Clerk I/II; Rev 9/97, 2/13; s001</i>
--