



# SAN RAFAEL

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## THE CITY WITH A MISSION

### **Police Evidence and Property Technician Professional Temp (Temp/Seasonal Employee) City of San Rafael Police Department Non-Sworn/Civilian Position \$31.80 - \$49.33 per hour, DOE/DOQ No Benefits Available**

**APPLICATION DEADLINE:** *Apply by Wednesday, July 31, 2024, for first consideration*

Continued appointment in this position is contingent upon job performance. This is a temporary “at will” position and has no benefits available. The individual in this position may not work more than 1,000 hours in a fiscal year (July 1 through June 30).

This is a part-time civilian position that is responsible for assisting the support services division of the San Rafael Police Department.

**THE CITY** is focused on enhancing our community members’ quality of life through well-designed services and a positive workplace culture. San Rafael is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, engaged neighborhoods, active lifestyle, and natural environment. San Rafael (population 61,000) is a full-service city with a city council/city manager form of government with 12 departments, more than 400 employees, and an annual budget of \$172 million. The City’s vision is to be a vibrant economic and cultural center reflective of its diversity. The City Council is engaged and seeks to strengthen the urban and commercial areas as well as sustain the beautiful natural environment.

San Rafael’s Organizational culture framework is an initiative called [“Together San Rafael.”](#) City employees are our greatest asset, and we seek talented individuals with diverse backgrounds who are creative, curious, and excited about a challenge. We are a results-driven team focused on the needs of community members. The [Together San Rafael initiative is focused](#) on modernizing City services and increasing the engagement of employees. This initiative recognizes the interconnectedness of the customer and employee experience.

#### **THE POSITION:**

The City of San Rafael Police Department is seeking a part-time/temporary Police Evidence and Property Technician. General supervision is provided by the Police Civilian Supervisor. Responsibilities include processing, storing, and controlling evidence and other property received or confiscated by the Police Department; classifies and compares fingerprints; maintains property and evidence files and records.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** (may include but are not limited to the following):

- Receives, logs, stores, and maintains property and evidence in accordance with Department procedures; transports evidence for forensic examination; maintains evidence rooms in an organized condition.
- Verifies inventories of evidence and property received and/or confiscated by Police Department.
- Reviews evidence and analysis forms for errors and omissions and assists with corrections.
- Determines purge dates for property and evidence; releases or disposes of property and evidence in accordance with applicable laws and court orders; prepares and sends letters to property owners for claim; releases property to rightful owner; prepares surplus and unclaimed property for disposal or auction.
- Prepares property and evidence for court trials; releases property to authorized persons; tracks chain of custody of evidence items; testifies in court regarding evidence chain of custody.
- Assists in determining evidence analysis requirements; provides training in proper evidence and packaging procedures.
- Evaluates suitability of latent fingerprints for automated system.
- Reviews and files photographic evidence.
- Responds to outside agency requests for evidence, status and chain of custody.
- Prepares a variety of property and evidence reports.
- Assists in other police service support work.
- Establishes and maintains inventory systems.
- Performs related duties as required.

**KNOWLEDGE OF/ABILITY TO:**

- Property and evidence storage, filing, retrieval and recordkeeping systems.
- Laws related to processing, storage, release and disposal of property and evidence.
- Information technology, personal computers and related software applications.
- Fingerprinting techniques and procedures.
- Photography and photographic equipment.
- Store, track and retrieve property and evidence.
- Maintain accurate logs, records, and files.
- Operate camera and various other photographic equipment.
- Prepare a variety of reports.
- Establish and maintain cooperative relationships with the public and fellow employees.

**EDUCATION/CERTIFICATION/EXPERIENCE:**

- High school graduate or equivalent.
- Possession of and ability to maintain a valid Class C California Driver's License and a satisfactory driving record.
- Two years police support service experience preferred and/or training or equivalent combination of education and experience.

**LANGUAGE/MATHEMATICAL/REASONING SKILLS:**

- Ability to read and interpret documents such as rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak to other employees and the public.

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a few concrete variables in standardized situations.

***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 accommodation may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to grasp, finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand, walk, bend, squat, climb, kneel and twist. The employee must frequently lift up to 50 pounds and occasionally lift up to 100 pounds. The employee must occasionally move or carry up to 100 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

***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. While performing the duties of this job, the employee works in inside environmental conditions. The employee is frequently exposed to video display and frequently works in evenings or weekends. The noise level in the work environment is usually quiet. Hazards are moderate, fairly predictable and protected against.

**APPLICATION AND SELECTION PROCESS:**

**City of San Rafael application is required.** Resumes do not substitute for the city application. Candidates should detail related education and experience on the application. The examination process may include the following application appraisal and oral board interview examination. Note: Prior to appointment, the candidate may be required to pass a background check/fingerprinting. To file an application, go to: [www.calopps.org](http://www.calopps.org). Select "Member Agencies". Select "San Rafael". Follow this link to apply via CalOpps <https://www.calopps.org/san-rafael/job-20522133>.

For more information about the City of San Rafael, please visit [www.cityofsanrafael.org](http://www.cityofsanrafael.org)

***Reasonable Accommodation:*** The City of San Rafael will make reasonable accommodations in the exam process to accommodate disabled applicants. If you have a disability for which you require accommodation, please contact us at (415) 485-3474 before the test date. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position. Such accommodation must be requested by the applicant.