
Property & Exhibit Technician III

DEFINITION

This is a combination of manual, administrative, and supervisory work involved in the receiving, storing and disposition of police exhibits and other related property.

Work of this class encompasses the responsibility of Property and Exhibit Technician class in regard to the physical handling of Police exhibits and property, and includes ensuring all property is accounted for; booking in/out placement and disposition of seized or safekeeping property, participating in various control programs, and directly supervising a team of Property & Exhibit Technician Is and IIs.

General instructions, established procedures and legal statutes govern major aspects of the work.

Consequence of error is significant and performance is assessed on the basis of error factor and the ready availability of exhibits and property upon demand.

This classification is distinguished from the Property & Exhibit Technician II by the requirement that it supervises a moderately large group of employees which includes hiring, training, coaching, counselling, and performance evaluations.

TYPICAL DUTIES*

Maintains all on-the-floor operational activities of the Police Service's Property and Exhibit Unit, involving the receiving, inventory, storage and disposition of seized/found property.

Supervising the collection, processing, storage, movement, and eventual final disposition of property and exhibits submitted by (uniformed and non-uniformed) members of the Edmonton Police Service (EPS).

Responsible for ensuring that all proper chain of custody rules, policies, procedures, laws, etc. are adhered to.

Supervise daily, weekly, and monthly tasks and roles assigned to Property and Exhibit Technician IIs.

Maintains oversight and sign off authority on release or disposal of firearms in the Property Exhibit Unit.

Provides direction on complex matters involving Court Orders, Civil forfeiture Orders and 5.2's, that the Property and Exhibit Technician IIs are unable to address.

Makes decisions on disposal of safekeeping property in those instances where course of action is not clearly defined or evident.

Oversees all drug files, produces and tracks all reportable drugs to Health Canada, as well as provincial and Kings Bench Courts, including detailed lists of all drugs destroyed.

Provides direction, guidance and training to junior staff, assesses performance and conveys evaluation to the manager.

KNOWLEDGE, ABILITIES AND SKILLS

Extensive knowledge of legal terminology, documents and process associated with the administration of Court-related property.

Responsible for ensuring Police Service’s policies and procedures are adhered to, and for developing Unit policies and procedures. Thorough knowledge of inventory control procedures and supervisory techniques.

Thorough knowledge relative to the processing and transportation of firearms, and the handling of hazardous / dangerous goods.

Ability to operate computer terminals, warehousing and office equipment and photography equipment.

Ability to communicate effectively and obtain the respect of police personnel, court officials and the general public.

Ability to direct and supervise the work of others, and to understand and execute oral and written instructions.

Physical strength and agility to perform work of this class.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of a two (2) year Community College Diploma in Law Enforcement and a minimum of four (4) years experience within a Police or Court environment including two (2) years experience in the receipt, disposition and storage of police exhibits, as well as one (1) year of experience in a related supervisory capacity.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	3478		3479	
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