

Property & Exhibit Technician I

DEFINITION

This is a combination of manual and administrative work involved in receiving, storing and disposition of property seized as a police exhibit or held for safekeeping.

Work of this class encompasses the responsibility of physically handling police exhibits and other property ranging from cash, liquor, weapons and ammunition, hazardous goods, blood samples and blood-stained exhibits, heavy furniture, and other present items, ensuring property submitted is accounted for; the safe storage and release or disposal of property.

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

Consequence of error is significant. Performance is assessed on the basis of error and the ability to provide the exhibit or property on demand.

TYPICAL DUTIES*

Receive and examine property with accompanying documents; assign file number and storage bin number.

Release property in compliance with Judges' orders, Court orders or instructions and releases governed by the *Criminal Code*.

Release property through photo release program. Take photos (35 mm or Polaroid) suitable for Court; obtain statement and have solemn declarations sworn.

Disposal of safekeeping property governed by the Municipal Government Act.

Use of computer technology to update files and locate property.

Examine and maintain a diary date system for the orderly disposal of property.

Assess and prepare unclaimed property for disposal / auction.

KNOWLEDGE, ABILITIES AND SKILLS

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

Thorough knowledge of policies and procedures within the Police Service as well as Unit's policies and procedures relative to inventory control.

Considerable knowledge and judgement in the handling of firearms, weapons, hazardous / dangerous goods, and other items.

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.

Employees at this job level may be expected to provide guidance to other employees. This may include orientation and training of coworkers.

Physical strength and agility to perform work in this class.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of a two (2) year Community College Diploma in Law Enforcement and a minimum of one (1) year experience in a stores operation.

Opportunity Concept

Completion of a two (2) year Community College Diploma in Law Enforcement.

** 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.*

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| Salary Plan | <u>21M</u> | <u>21A</u> | <u>21B</u> | <u>21C</u> |
| Job Code | 0451 | 1825 | | |
| Last Updated: | 2005/04 | | | |
| Previous Updates: | 1996/07, 1995/03, 1989/10 | | | |
| Originated: | 1983/12 | | | |