

Property & Exhibit Technician II

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; and participating in various control programs.

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.

Supervision is exercised over a moderately large group of employees and includes hiring, training, coaching and counselling, and performance evaluation.

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.

In the case of property releases governed by the Criminal Code, makes decisions on release where appropriate course of action is not clearly defined or evident.

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

Reviews documentation for completeness, checks goods/materials against description, records and assigns file number according to property category.

Maintains comprehensive records of activities and complies with disposition instructions received on various forms, including Provincial Court Disposition Notices, Justice Process forms and Blanket Orders.

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

Administers control programs such as Photo Release Exhibit Program, the 5.2 Program on Report to Justice on Property Seized Under Warrant, and legislation for the processing and transportation of firearms.

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.

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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 and some supervisory experience.

** 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	0453			
Last Updated:	2005/04			
Previous Updates:	1996/06			
Originated:	1989/10			