

RESOLUTION NO. 2022-142

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARINA APPROVING JOB DESCRIPTION, CLASSIFICATION AND SALARY SCHEDULE FOR THE PROPERTY AND EVIDENCE TECHNICIAN AUTHORIZING THE CITY MANAGER TO MAKE NECESSARY ADJUSTMENTS TO CITY'S CLASSIFICATION AND COMPENSATION PLANS, AND AUTHORIZING FINANCE DIRECTOR TO MAKE APPROPRIATE BUDGETARY AND ACCOUNTING ENTRIES

WHEREAS, the Property and Evidence Technician position is newly created by reclassifying one of the Records Technician position and requires a specified salary range, and:

WHEREAS, the Property and Evidence Technician position job description provided in Exhibit A provides scope of duties, and:

WHEREAS, the proposed salary is demonstrated in the table below

Table

Classification	Annual Proposed Salary Range
Property and Evidence Technician	\$64,037 - \$77,838*

*Due to potential rounding errors actual published salary schedule may differ slightly

WHEREAS, the position reclassification from Records Technician to Property and Evidence Technician requires an additional General Fund annual allocation of \$2,500.

WHEREAS, sufficient funding is included in the FY 2021/2022 budget and contained within the General Fund, Police Department budget, Salary and Benefits accounts.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Marina as follows:

1. That the reclassification of one of the Records Technician Position to Property and Evidence Technician is hereby approved, and;
2. That the job description of the Property and Evidence position is hereby approved, and;
3. That the salary schedule of the Property and Evidence position is hereby approved, and;
4. That the City's City Manager is hereby authorized and directed to make the necessary adjustments to the City's Classification and Compensation Plans
5. That the City's Finance Director is hereby authorized and directed to make the necessary and appropriate budget adjustments.

PASSED AND ADOPTED by the City Council of the City of Marina at a regular meeting duly held on the 6th day of December 2022 by the following vote:

AYES, COUNCIL MEMBERS: McCarthy, Visscher, Medina Dirksen, Biala, Delgado

NOES, COUNCIL MEMBERS: None

ABSENT, COUNCIL MEMBERS: None

ABSTAIN, COUNCIL MEMBERS: None

Bruce C. Delgado, Mayor

ATTEST:

Anita Sharp, Deputy City Clerk

EXHIBIT A



Department	Police		
Employee Association	MEA		
Resolution No./Established Date:			
Resolution No./Revision Date(s):			
Salary Range:		Position Code	
EEO Code		FSLA	NON-EXEMPT/Hourly

PROPERTY AND EVIDENCE TECHNICIAN

DEFINITION

Under general supervision the property and evidence technician to receive, load, transport, verify, store, record, safeguard, release and dispose of evidence and other property booked into the Police Department and maintain related property records, and perform related work as required.

The property and evidence technician is a nonsworn position, which handles a broad range of confidential and sensitive records, maintains the integrity and security of criminal evidence, including the handling of hazardous and bio-hazardous substances in a variety of containers and packaging including but not limited to bodily fluids as well as a broad range of legal and illegal drugs, firearms and other weapons.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Police Records Supervisor. This classification does not supervise.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Duties may include, but are not limited to, the following:

- Receives, records, classifies, stores, loads, transports, safeguards and releases/returns money, various property and evidence.
- Receives, records, and processes legal and illegal drugs/narcotics, including legal disposal.
- Coordinate testing/analysis of evidence as needed.
- Operates police computer terminals to extract criminal history information.
- Monitors multiple county, state and federal databases to follow case status, results of evidence analysis, update case file as needed and notify investigating officers when appropriate.
- Maintains files and records regarding property in custody and its disposition to assure security and retrieval capability for court and audit purposes.
- Maintains chain-of-custody records for all property and evidence and testifies in court concerning same.
- Responds to Evidence Discovery Requests from the District Attorney's Office.
- Oversees and ensures accuracy and proper submission of all asset forfeiture cases.
- Ensures property and evidence packaging, and storage standards are consistent with current statutory, industry guidelines and best practices.
- Maintains current, working knowledge of all applicable codes governing property and evidence handling.
- Communicates with detectives and chain of command regarding release and disposal of evidential and recovered property, as appropriate.
- Responds to citizen inquiries regarding property and evidence.

- Coordinates with Records Supervisor to respond to public record requests for video records and prepares the same for public release, to include performing all necessary redactions.
- Hand-carries evidence, narcotics and biological samples to various laboratories or experts for analysis.
- Researches, clears, and makes appropriate disposition of unclaimed and nonreturnable items.
- Transports property to and from a warehouse and other storage locations.
- May drive police vehicles on occasion as required.
- Transports and delivers equipment and supplies as required.
- Performs administrative duties as needed for in-car video and bodycam systems.
- Maintains sufficient stock of evidence and property packaging materials, investigative/CSI supplies, and admin/office supplies for Evidence Room and Operations Division.
- May perform other duties as assigned by the Chief of Police to include backup for Records Bureau personnel as needed.

QUALIFICATIONS

The following generally describes the knowledge and abilities required to enter the job and/or to be learned within a defined short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Processing and maintenance of law enforcement records.
- Modern office methods, equipment and procedures.
- Basic understanding of accounts payable record keeping.
- Correct English usage, spelling, grammar and punctuation.

Ability to:

- Follow written and verbal instructions.
- Effectively communicate with people contacted as part of the assigned job.
- Use computers for word processing, spreadsheets, reporting, research, and information storage and retrieval.
- Maintain neat and accurate records.
- Organize own work, set priorities, and meet critical time deadlines.
- Pass a background investigation.
- Read, interpret, and understand laws and legal documentation to properly respond to complex situations.
- Handle stressful situations with the public; cope with a variety of effective working relationships and with those contacted in the course of work.
- Read, interpret, and understand laws and legal documentation to properly respond to complex situations.

Education, and Experience

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: High school graduation or tested equivalent;
and

Experience: One year of experience that has included substantial filing and recordkeeping responsibilities.

License and Certification:

- Possession at time of hire and continued maintenance of a valid California Class C driver's license and a safe driving record

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing, database and spreadsheet programs, telephone, copy and fax machines, and all tools and equipment necessary to successfully perform the essential and important duties of the position.

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. Work is performed mostly in an office setting. Some outdoor work is required. Hand to eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, and smell, and frequently sign legal documents and/or plans. The employee must occasionally lift and/or move up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment or in any building or structure within the service area. Work may be performed outdoors with exposure to inclement weather, exposure to noise, dust, grease fumes, gases and potentially hazardous chemicals. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Honorable Mayor and Members
of the Marina City Council

City Council Meeting
of December 6, 2022

**APPROVAL OF A PROPERTY AND EVIDENCE TECHNICIAN
CLASSIFICATION AND SALARY SCHEDULE**

REQUEST:

It is requested that the City Council consider:

1. Adopting Resolution No. 2022-, approving a Property and Evidence Technician classification and Salary Schedule; and,
2. Authorizing the City Manager to make necessary adjustments to the City's classification and compensation plans, and,
3. Authorizing the Finance Director to make necessary budgetary and accounting entries.

BACKGROUND:

In the approved current budget, the Police Department has 4 Records Technicians and 1 Records Technician Supervisor budgeted. One of the Records Technicians does the duties of a Property and Evidence Technician which has more responsibilities than that of a Records Technician

The Property and Evidence position requires a high level of responsibility, consistent safeguarding and maintaining integrity of all property and evidence. As well as strict adherence to the Chain of Custody in accordance with the many laws that regulate property and evidence.

ANALYSIS:

The Police Department has requested that one of the budgeted Records Technicians be reclassified to Property and Evidence Technician. This request is due to added responsibilities and the specialized training and skills necessary to carry out the duties that must be undertaken by the Police Department Records Division and ensures that day to day operations of property and evidence is properly executed.

The proposed Property and Evidence Technician classification is a nonsworn position, which handles a broad range of confidential and sensitive records, maintains the integrity and security of criminal evidence, including the handling of hazardous and bio-hazardous substances in a variety of containers and packaging including but not limited to bodily fluids as well as a broad range of legal and illegal drugs, firearms and other weapons.

The classification of Property and Evidence Technician is needed because the current Records Technician assigned to the duties included in the new classification has acquired increasing responsibilities and has been acting out of classification of Records Technician position.

In addition to the creation of the new classification of Property and Evidence Technician, a new salary range is needed. If approved, this salary range will be incorporated into the City wide salary schedule. To establish the appropriate salary range Property and Evidence Technician, the City conducted a Salary Survey in August of 2022. The survey demonstrated that the appropriate salary schedule for this classification is represented the range listed in the table below. Due to the fact that the Marina Employees Association has recently received a 6.5% COLA, the surveyed salaries have been increased by 6.5% as well to establish the initial salary schedule for the position.

Property and Evidence Technician Classificaiton Salary Range

Classification	Annual Proposed Salary Range
Property and Evidence Technician	\$64,037 - \$77,838*

*Due to potential rounding errors actual published salary schedule may differ slightly

FISCAL IMPACT:

The proposed Property and Evidence Technician salary range requires an additional \$2,500 annual allocation from the General Fund for the additional salary cost in reclassifying the Records Technician to Property and Evidence Technician.

CONCLUSION:

This request is submitted for City Council consideration and action.

Respectfully submitted,

Catrina Scharf
HR Analyst

REVIEWED/CONCUR:

Layne Long
City Manager
City of Marina