

SPECIAL OFFICER OCCUPATIONAL GROUP [252]**EVIDENCE AND PROPERTY CONTROL SPECIALIST****Duties and Responsibilities**

This position encompasses responsible work in performing or supervising security, courier and storage functions for the transport, inspection, storage and delivery of legal and illegal substances and property, such as firearms, narcotics, cash, vehicles, jewelry, etc., being held in evidence by the New York City Police Department or the Office of Chief Medical Examiner, and the facilities in which they are held. There are two assignment levels within this class of positions. All personnel perform related work.

Assignment Level I

Under supervision, receives, dispenses and is accountable for narcotics, firearms, cash, ballistics evidence, vehicles, or any other property held in Police Department field commands or the Office of Chief Medical Examiner (OCME).

Examples of Typical Tasks

Moves, transports and delivers property and vehicles to and within various Police Department and OCME commands including Police Laboratory and Property Clerk facilities, courts, and DA's offices, as well as OCME facilities, or other related locations, for vouchering, processing, inspection, testing, storage, etc. Operates vehicles in the performance of evidence and property control duties.

Provides security in areas where evidence or property is held and stored; monitors alarm systems, recording systems and security cameras. Verifies the authorization of persons entering or leaving the premises and ensures the departure of unauthorized persons.

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EVIDENCE AND PROPERTY CONTROL SPECIALIST (continued)**Assignment Level I (continued)****Examples of Typical Tasks (continued)**

In OCME facilities, is responsible for the overall physical security of facilities and monitors designated areas of public buildings and surroundings; calls for assistance to provide security, responds to calls for such assistance and makes subsequent written reports.

Assists in completing forms and verifying the identity of persons, including fingerprinting of persons receiving property, in order to obtain release of property in department custody. Conducts inventory and provides chain of custody documentation. Prepares and maintains visitor logs, written or typed records, incident reports, communications and computerized reports and/or logs of evidence and property information. Operates computer terminal to input and retrieve information to ascertain the disposition of cases.

Is responsible for the proper packaging, labeling, vouchering and signing for evidence and property being dispensed or received. Inspects and searches vehicles and examines Vehicle Identification Numbers and motor block numbers.

May be required to carry a firearm, as needed.

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EVIDENCE AND PROPERTY CONTROL SPECIALIST (continued)**Assignment Level II** (See Special Note under Qualification Requirements)

Under administrative direction, with latitude for independent initiative and decision making, supervises and directs a group of Evidence and Property Control Specialists and administrative/clerical support personnel. May perform all duties under Assignment Level I, when necessary.

Examples of Typical Tasks

Coordinates, schedules, assigns and monitors daily assignments; contacts Police Department field commands to verify arrival and departure times and ensures that all evidence and property has been properly vouchered; ensures that OCME facilities have security staff assigned. Reviews and evaluates performance of assigned staff by making frequent field visits and preparing reports.

Inspects vehicles used for property and evidence transport to ensure that all evidence has been removed. Verifies mileage records against odometer readings. Oversees and directs the inventory process which includes numbering and labeling of evidence and property, recording arrival time, packaging, sealing, and verifying intake records for accuracy. Monitors departure and arrival of personnel on the tour assigned. Sets security alarms at the end of tour when necessary.

Oversees and ensures the proper maintenance of written, typed and computerized records, logs, etc. Supervises transfer of evidence and property to storage facilities. Prepares typewritten reports on the evidence and property control functions and maintains constant liaison with departmental commands and other agency representatives requiring the services of Evidence and Property Control Specialists.

Supervises return of property to owners, release to courts, return from court and disposal.

May be required to carry a firearm, as needed.

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EVIDENCE AND PROPERTY CONTROL SPECIALIST (continued)

Qualification Requirements

1. A four-year high school diploma or its educational equivalent; and
 - a. Two years of fulltime, satisfactory experience in the areas of security, law enforcement and/or active military duty; or,
 - b. Successful completion of 60 college semester credits at an accredited college or university with at least a 2.0 cumulative index grade point average.

In addition, there are certain medical and psychological requirements.

Peace Officer Status

Candidates must be able to obtain Peace Officer status as a Special Patrolman and must maintain that status in order to retain the position of Evidence and Property Control Specialist under applicable laws.

Citizenship Status

According to the New York State Public Officers Law, Section 3, United States citizenship is required at the time of appointment.

License Requirements

A Motor Vehicle Driver License valid in the State of New York. Employees must maintain the license for the duration of their employment.

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CODE NO. 71022

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EVIDENCE AND PROPERTY CONTROL SPECIALIST (continued)

Qualification Requirements (continued)

SPECIAL NOTE

To be eligible for placement in Assignment Level II, candidates must have, in addition to the minimum qualification requirements, at least one year of experience in Assignment Level I or in a supervisory capacity.

Direct Lines of Promotion

From: To be determined

To: To be determined