



**CITY OF TAKOMA PARK, MD  
CLASS SPECIFICATION**

**CLASS TITLE:** Police Evidence Specialist  
**DEPARTMENT:** Police  
**REPORTS TO:** Administrative Services Manager  
**APPROVED:**

**SALARY GRADE:** 28  
**FLSA STATUS:** N  
**EEO CODE:** 6  
**DATE:** 04/2009

Human Resources Manager \_\_\_\_\_

Date \_\_\_\_\_

City Manager \_\_\_\_\_

Date \_\_\_\_\_

**JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:**

Under general supervision, transfers property and evidence from lockers or the custody of others, storing it properly in storage facilities, and logs the items into a database. Periodically reviews the status of property held, creating lists for approval for disposition of property or returns property to lawful owners when appropriate.

**CORE COMPETENCIES:**

**Customer Service:** Handles customer questions and complaints, communicates with customers, handles service problems politely and efficiently, always available for customers, follows procedure to solve customer problems, understands all City services, maintains pleasant and professional image. Anticipates, monitors and meets the needs of internal and external customers and responds to them in an appropriate manner. Continually seeks to provide the highest quality service to all customers. Listens carefully when dealing with the public and communicates concern through tone of voice and by taking action to solve their problems in a timely manner. Complies with the City's Customer Service Policy, including 24-hour response time for telephone calls and e-mails. Explains departmental and City issues to the public in a manner that demonstrates interest and concern for their problems. Listens well, diffuses conflict before it starts, finds causes of and solutions to problems, handles difficult people.

**Communication:** Communicates well both verbally and in writing when required, creates accurate and punctual reports, delivers presentations, shares information and ideas with others, has good listening skills. Effectively conveys information and expresses thoughts and facts. Demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts. Keeps key employees informed regarding relevant information. Shares information with other members of the team to foster teamwork and to further attainment of the City's goals. Written and oral information is presented in a manner that projects a positive and professional image of the City.

Reports problems, concerns, issues that should be corrected. Readily shares information and ensures that team members are kept informed and up-to-date. Establishes team and individual accountability for goals, objectives and outcomes. Intervenes as necessary to identify and resolve conflict among team members. Makes conscious and deliberate efforts to build team spirit and identity.

**Job Knowledge:** Understands duties and responsibilities, has necessary technical skills, understands the City's mission/values, keeps job knowledge current. Demonstrates the appropriate level of proficiency in the principles and practices of one's field or profession. Demonstrates a commitment to continuous improvement, including the understanding and application of technology where appropriate. Operates within the organization's formal and informal structures, builds allies and relationships across departments, uses allies to build consensus and create results, is appropriately diplomatic, understands others' roles and perspectives, can sell projects and ideas across the organization. Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs. Prioritizes well and reacts to opportunities. Is attentive to detail and accuracy, is committed to excellence, looks for improvements continuously, monitors quality levels, finds root cause of quality problems, owns/acts on quality problems.

**ROLE COMPETENCIES:**

**Adaptability/Flexibility:** Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs.

**Computer Skills:** Skilled in the use of computers, adapts to new technology, keeps abreast of changes, learns new programs quickly, uses computers to improve productivity. Makes good use of web tools and on-line resources, can implement and manage web projects.

**Decision Making/Judgment:** Recognizes problems and responds, systematically gathers information, sorts through complex issues, seeks input from others, addresses root cause of issues, makes timely decisions, can make difficult decisions, uses consensus when possible, communicates decisions to others. Knows when to notify and/or involve the department head or the City Manager prior to making a decision.

**Personal Organization:** Keeps information organized and accessible, maintains clean/functional work space, works systematically/efficiently, manages time well.

**Teamwork:** Meets all team deadlines and responsibilities, listens to others and values opinions, helps team leader to meet goals, welcomes newcomers and promotes a team atmosphere.

**ESSENTIAL JOB FUNCTIONS:**

Gathers and sorts all reports, impounded property, and misc. paperwork; enters all updates to reports into the computerized database.

Compares inventory of impounded property to lists or databases of stolen property in order to attempt to locate owners.

Transfers impounded items, such as controlled dangerous substances, weapons, clothing, papers, tools, computers, electronic components, cash, and other items to the appropriate storage facility.

Inspect impounded vehicles for vehicle identification number and notify owners by mail to pick up or clear vehicle for disposal.

Conducts inventory of storage facilities to ensure compliance with procedures.

Processes vehicle impound releases.

**IMPORTANT JOB FUNCTIONS:**

Files reports and retrieves reports for the court, citizens, employees, supervisors, insurance companies etc.

Maintains inventory of supplies and equipment.

Sends out letters for recovered stolen automobiles and other property.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Computer	General Office Equipment	NCIC/Miles
Vehicle	Camera	Police Radio

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High School diploma or GED; and,

Two to three years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Valid Drivers License  
NCIC Certification

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Departmental policies and procedures.

Recordkeeping, report preparation, filing methods and records management techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Basic accounting principles and practices.

General office procedures, policies and practices, as well as basic knowledge of computer and other general office equipment.

**Skill in:**

Using tact, discretion, initiative and independent judgment within established guidelines.

Dealing with the public.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Typing at a rate of 45 net words per minute.

Using a computer terminal to accurately and rapidly enter and retrieve data and information.

Communicating clearly and effectively, both orally and in writing.

Preparing clear and concise reports, correspondence and other written materials.

**Mental and Physical Abilities:**

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to deal with problems involving several concrete variables in standardized situations.

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear.

**Working Conditions:**

Work is performed in a normal office environment with occasional exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

file: Police Evidence Specialist

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.