



**CITY OF SANTA CRUZ
POLICE PROPERTY ATTENDANT**

Reports to: Police Sergeant or Police Lieutenant
Supervises: Non-supervisory
Bargaining Unit: Miscellaneous

BASIC FUNCTION

Under supervision, store and maintain all properties booked into Police Department and maintain related property records, and perform related work as required.

TYPICAL DUTIES

- Store and maintain records of all properties found or held as evidence by the City Police Department.
- Mail evidence properties to various laboratories for appropriate analysis.
- Destroy contraband and unlawful properties as required.
- May testify in court regarding properties held and related.
- Keep up-to-date records of the locations of properties booked into the Police Department including property held on the premises, entered as evidence in court, mailed to various laboratories for analysis, and property returned to the victim, rightful owner, or finder.
- Release unclaimed property to the purchasing agent of the City for auction.
- Perform periodic check of vehicle conditions and make sure vehicles are serviced as needed, tires replaced and radios working.
- May drive police vehicles on occasion as required.
- Transport and deliver equipment and supplies as required.
- May perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Abilities:

- Ability to follow written and verbal instructions.
- Ability to effectively communicate with various people contacted as part of the assigned job.
- Pass a background investigation.

**City of Santa Cruz
Police Property Attendant**

EDUCATION AND EXPERIENCE

Any combination of education and experience that provides the above knowledge, skills, and abilities combined with any required licenses is qualifying. A typical way to obtain the required qualifications is to possess the equivalent of the following:

- High school graduation or tested equivalent; and
- One year of related record-keeping experience.

LICENSES/CERTIFICATES

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

DESIRABLE QUALIFICATIONS

- General knowledge of Police work preferably supplemented by successful completion of college level courses in Police Science.
- Willingness to perform call back or emergency work as required.
- Maturity and stability to be able to handle a variety of properties including narcotics, valuable goods and merchandise, weapons and related.

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