



**CITY OF HAWTHORNE
POLICE DEPARTMENT
PROPERTY AND EVIDENCE OFFICER
Classification Specification
(Classified)**

JOB SUMMARY

The Property and Evidence Officer works under general supervision and is responsible for receiving, collecting, storing, transporting, releasing, controlling, and maintaining accurate inventories of all incoming and outgoing property and evidence. The position also performs related duties as assigned.

SUPERVISION RECEIVED

The Property and Evidence Officer receives general supervision from the Property and Evidence Manager. In the absence of the Property and Evidence Manager, the Property and Evidence Officer reports to the on-duty Watch Commander.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are representative of those assigned as a Property and Evidence Officer. This list is illustrative and not intended to be all-inclusive or restrictive.

- Receives, collects, logs, stores, and maintains custody of evidence and other property in accordance with applicable laws, court orders, and departmental policies and procedures.
- Assists sworn personnel with the proper identification, packaging, and booking of serialized and non-serialized property and evidence; enters accurate and detailed property descriptions and transaction records into the automated property and evidence management system.
- Catalogs, documents, and prepares records for property and evidence designated for auction, destruction, donation, or other authorized disposition; reviews, audits, and updates property and evidence records, forms, and inventories for accuracy and compliance.
- Handles, stores, and maintains firearms and other weapons; inspects weapons to ensure they are unloaded and safe prior to storage; and properly packages firearms and weapons in accordance with departmental policy and Peace Officer Standards and Training (POST) guidelines.
- Maintains control of the pharmaceutical drop box, including the secure retrieval, documentation, and disposal of deposited medications and related narcotics in accordance with legal requirements and bureau regulations.
- Prepares, packages, and transports evidence to crime laboratories or other authorized facilities for analysis; retrieves items from laboratories and ensures proper handling, storage, and disposition upon return.
- Interprets and applies established laws, policies, and procedures where clear guidelines and precedents exist.

- Orders, maintains, and inventories property room supplies; properly packages and labels evidence items—including but not limited to biological samples, bodily fluids, sexual assault kits, clothing, currency, jewelry, and narcotics—in accordance with approved packaging and storage standards.
- Responds to inquiries from departmental personnel, allied agencies, and the public regarding the status and release of property and evidence; attends and maintains required or recommended professional training, including training through the Southern Chapter of the California Association of Property and Evidence (CAPE).
- Uses appropriate safety precautions and follows established procedures when handling firearms, controlled substances, chemical samples, biological evidence, sharps, and other hazardous materials to prevent injury, avoid contamination, and preserve chain of custody.
- Provides administrative and operational support to assigned management staff on departmental projects and complex professional or administrative tasks related to property and evidence operations.
- Coordinates and confers with police department personnel, court staff, attorneys, investigators, and other authorized parties regarding the release of property and evidence for court proceedings, review, testing, or return to lawful owners.
- May be required to work various shifts, including days, nights, graveyard shifts, weekends, and holidays.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from high school or possession of a General Educational Development (G.E.D.) certificate; and
- Two (2) years of recent, paid work experience involving public contact and duties such as logging, recording, data entry, records or inventory control, storage management, or a closely related field.
- Experience working for a law enforcement agency or police department is desirable.

Licenses, Certificates, and/or Special Requirements

- Possession of a valid California Class “C” driver’s license, a satisfactory driving record, and proof of automobile insurance at the time of appointment.
- Ability to successfully complete a background investigation and/or polygraph examination, as required by the department.

QUALIFICATION

Knowledge, Skills and Abilities

- Thorough knowledge of recordkeeping principles and related documentation systems; general knowledge of receiving, processing, storing, releasing, and disposing of found, recovered, and confiscated property and evidence while maintaining an unbroken chain of custody; and the ability to maintain accurate inventories to ensure proper storage and accountability.
- Knowledge of federal, state, and local laws, regulations, and court requirements governing police records, property and evidence management, and records retention practices.
- Knowledge of records retention schedules, archival processes, purging, and lawful destruction of records and evidence in accordance with criminal justice standards.
- Knowledge of police property and evidence retention practices, security requirements, and accepted professional standards.
- Knowledge of general office practices, procedures, and the use of computers and commonly used office equipment.
- Familiarity with Microsoft Office applications, including Word, Excel, PowerPoint, and

Outlook.

- Ability to interpret and apply complex rules, regulations, policies, and procedures related to property and evidence operations.
- Ability to remain organized, prioritize workload, and perform accurate work under time constraints or high-pressure conditions; operate computer hardware and modern office equipment.
- Ability to use word processing, spreadsheet, and records or property management software systems.
- Ability to communicate clearly and effectively, both orally and in writing, with department personnel, allied agencies, and the public.

PHYSICAL DEMANDS

While performing the duties of this classification, the employee is frequently required to sit and occasionally stand and walk. The employee must regularly use hands and fingers to handle, feel, and operate computer hardware and standard office equipment, and to reach with hands and arms above and below shoulder level.

Positions in this classification occasionally require bending, stooping, kneeling, reaching, pushing, and pulling drawers or storage units to retrieve, file, and secure information or property.

Employees must frequently lift and carry items weighing up to forty (40) pounds and may occasionally lift items weighing up to one hundred (100) pounds, with or without assistance.

Sensory demands include the ability to see, talk, and hear in order to effectively perform assigned duties.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

WORKING CONDITIONS

The employee primarily works in an office environment with controlled temperature settings. In extraordinary circumstances and with supervisory approval, the employee may be required to assist with the collection, transport, disposition, or destruction of property and evidence in the field.

This position is subject to random drug testing in accordance with the City's drug and alcohol policy.

FLSA Status: Non-Exempt

Bargaining Unit: HPCA

Civil Service Status: Classified

Revised: January 2026

CSC Approved: February 2026

