

Seized Vehicle Technician

DEFINITION

This is a combination of manual, administrative and lead-hand work involved in receiving, storing and disposition of seized property. Property includes police exhibits, seized vehicles and items being held for safekeeping.

Work of this class encompasses the responsibility of physically handling police exhibits and other property ranging from cash, liquor, weapons and ammunition, hazardous goods, blood samples and blood-stained exhibits, heavy furniture and seized vehicles. This position ensures property is accounted for, safely stored, and appropriately released or disposed.

General instructions, established procedures and legal statutes govern major aspects of work. Disposal of safekeeping property is governed by the Municipal Government Act; disposal of vehicles by the Traffic Safety Act.

Consequence of error is significant. Performance is assessed on the basis of error and the ability to provide the property / vehicle on demand.

Provides guidance and training in a lead-hand capacity. Required to assign and direct duties and to provide progress reports to the supervisor.

TYPICAL DUTIES*

Receive and examine seized vehicles and/or property with accompanying documents. In the case of property, forward to the Property & Exhibit Unit. In the case of vehicles, confirm Vehicle Identification Number and lot location is correct.

Release vehicles/property in compliance with Judges' orders, Court orders or instructions, and releases governed by the Criminal Code, Traffic Safety Act, or any other code or act that may apply.

Use of computer technology to update files and locate vehicles.

Examine and maintain a diary date system for the orderly disposal of vehicles. Assess and prepare unclaimed vehicles to be auctioned or scrapped.

In a lead-hand capacity, provides direction, guidance and training to junior staff, including security officers contracted through the City of Edmonton.

Assists in the development of Unit procedures and ensures security officers Post Orders are up to date.

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KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of legal terminology, documents and process associated with the administration of seized vehicles.

Thorough knowledge of policies and procedures within the Police Service as well as Unit's policies and procedures relative to inventory control.

Considerable knowledge and judgement in the handling of firearms, weapons, hazardous/dangerous goods, and vehicles.

Ability to operate computer terminals, office equipment, and photography equipment and/or impound equipment (i.e. snow removal and tow truck).

Ability to communicate effectively and obtain the respect of police personnel, contract personnel, and the general public.

Ability to provide proficient guidance and direction to others, and to understand and execute oral and written instruction.

Physical strength and agility to perform work in this class.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of a two (2) Community College Diploma in Law Enforcement and a minimum of three (3) years experience within a Police or Court environment including a minimum of two (2) years experience in the receipt, disposition and storage of seized vehicles.

Required to have Special Constable status.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	1890		1891	

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