

# Evidence Technician

DEPT: Police  
DIV: Support Services  
DATE: July 2017

FLSA: Non-Exempt  
EEOC: Technician



## POSITION SUMMARY

Performs a variety of clerical and technical law enforcement duties related to the receipt, handling, organization, processing, storage, release, transportation, and disposal of evidence.

## SUPERVISION RECEIVED

Works under the close supervision of Investigations Lieutenant.

## SUPERVISION EXERCISED

None

## ESSENTIAL FUNCTIONS

Oversees and participates in the day-to-day intake of seized, found, and recovered evidentiary items, documenting all evidence in evidence holding facility. Performs data entry functions related to evidence; monitors accuracy and overall quality of evidence stored in facility; assures processes and procedures are accomplished according to established guidelines and regulations for evidence intake and release; analyzes processes and procedures and makes recommendations for changes; implements change upon approval.

Performs as evidence control officer; assures integrity of all evidence through all stages of the evidence management process, including return, destruction and/or sale of items; transports evidence to state crime labs and court rooms; assures proper distribution of testing results; gives court testimony related to chain of custody; works closely with Officers, Prosecutors, and records personnel.

Ensures that all evidence is packaged and labeled correctly; maintain a legally defensible chain of custody; ensures that Officers and police personnel are educated on the proper methods of packaging, sealing, and labeling of evidence/property.

Operates personal computer to enter and maintain an accurate, comprehensive, and up-to-date data related to evidence; applies various policies and regulations including court orders, state, and federal, etc.; coordinates as needed for approval from attorneys for release and disposal of evidence; coordinates with victims, the public as needed; coordinates with auction sites and incinerator companies. .

Assures the proper and timely delivery of documents at various stages of the legal system process, including city and county attorneys, internal department dissemination, and court appearances.

Assures departmental compliance with legal guidelines for release of information to the public, attorneys and insurance companies; receives and reviews requests and provides information when approved.

Attends training meetings with state agencies and police software vendors to keep current in processes, procedures and regulations related to above duties.

Performs materials and marijuana testing; ensures proper disposal of prescription drugs according to department policy, practice and procedures or regulations.

Manages camera systems at various city sites including "body-cam" and "dash-cam" instruments; follows established guidelines for the review and preservation of recorded events and records.

Assists in providing fingerprinting for the general public.

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

### 1. Education and Experience:

- A. Graduation from high school; plus one (1) year of specialized training in computer operations and applications, records management or related field;

AND

- B. Four (4) years of experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Considerable knowledge of** computer operations and various software applications, related to word processing (MS Office, Spillman Police System), NCIC, UCR/IBR codes and their proper application; department policies and procedures; proper grammar, spelling, and punctuation; standard office practices and procedures related to records filing and office maintenance; interpersonal communication skills; modern filing systems related to alphabetical and numeric files; telephone systems; telephone etiquette; operation of a variety of types of standard office machines including computer terminal, fax machine, copy machine, dictation equipment, laminator, etc.

**Skill in** Word Processing.

**Ability to** exercise initiative, independent judgment and to act resourcefully under varying conditions; deal effectively with people in potentially volatile situations; maintain strict confidentiality related to sensitive administrative and legal information; develop effective working relationships with supervisors, fellow employees, and the public; communicate effectively, verbally and in writing; work under time pressures and work deadlines; work in an environment requiring long periods of sitting; ability to follow routine verbal and written instructions.

3. Special Qualifications:

Must become certified Marijuana Leaf Technician. Must have no criminal history and pass a background check required to obtain security clearance for computer access. Must possess a valid driver's license.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Exposure to the elements during certain events and/or duties can be expected. Tasks require variety of physical dexterity including walking, standing, stooping, sitting, reaching, bending, and lifting up to 50 pounds. Essential functions require talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Stress inherent to the job due to sensitive and legal nature, as well as volume of work. May be called outside normal business hours to answer question and respond to a crime scene.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)