



Evidence Technician

Summary

Receive, store, and maintain an inventory of evidence and property in the Police Department; assist in the collection, processing, and presentation of crime scene evidence. This is a specialized police civilian class.

Class Characteristics

General supervision is provided by the Administrative Sergeant; responsibilities may include the direct or indirect supervision of support staff.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Receive property and evidence and issue receipts; categorize and store property which has been found or turned in as evidence; dispose of property and evidence in accordance with state, city, or departmental rules and regulations.

Release property to rightful owner after ensuring proper authorization for release.

Testify in court regarding chain of custody and property records.

Prepare detailed records of evidence inventory and maintain orderly appearance of property file area, and maintain continuous property inventory record.

Prepare periodic reports related to property stored, including disposal of property, unclaimed property and property available for auction.

Direct the disposal, sale, or auction of unclaimed property.

Provide assistance with special projects related to the maintenance and handling of property items.

Conduct crime scene inspections for evidence such as blood, semen, hair samples, fingernail clippings and gunshot residue; records, analyzes and preserves crime scene evidence.

Photograph crime scenes including traffic accidents, property damage, accident victims, stolen property, and possible arson sites.

Classify and file photographs; dust crime scene for latent fingerprints using appropriate process to lift prints for suspect comparison.

May fingerprint suspects and make fingerprint comparison following established procedures.

Perform gunshot residue tests on suspects; book and process evidence for later court presentation; provide court testimony related to evidence as required.

Prepare detailed reports of crime scene evidence and maintain a log of evidence collected; prepare crime scene sketches and enlargements for court presentation.

Operate and maintain equipment for lab, photographic and field use; perform general office support duties including basic typing and record keeping.

Perform related duties as assigned.

Skills/Abilities:

Skill in receiving, identifying, storing, and maintaining an inventory of property and evidence.

Collect, process, analyze, identify, and preserve crime scene evidence in accordance with established procedures.

Operate, adjust, and perform minor maintenance on photographic and laboratory equipment.

Prepare, maintain, file, and index a variety of evidence and property reports and other written materials.

Exercise sound independent judgment within established guidelines

Handle dangerous substances and firearms in a safe manner.

Present accurate and detailed information related to evidence in court cases.

Communicate effectively both verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, use the computer keyboard and mouse, use hands to finger, handle, or feel, reach with hands and arms, talk or hear, stand, walk, and stoop, or crouch. Occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties the employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. Requires the ability to work in an office environment where the noise level is usually moderate

Qualifications

Knowledge of:

Principles and methods for receiving, storing and maintaining property and evidence.

Basic law enforcement organization, activities, terminology, and regulations.

Process evidence collection including maintenance of chain of evidence.

Basic record keeping principals and practices.

Office practices and procedures, including the operation of standard office equipment and basic principles of photographic equipment usage.

Safe work methods and safety regulations pertaining to the work.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Evidence Technician

Education:

Equivalent to graduation from high school.

Experience:

Two years of either handling of evidence and/or property in a law enforcement setting or public contact office or administrative experience. Prior experience in a law enforcement setting is desirable.

Certificates/Licenses:

Possession of a valid California Class C driver's license.

Established: 03/90

Resolution #:

Revised: 06/30/06

Department: Police

FLSA Status: Non-exempt