



EVIDENCE TECHNICIAN

AGENCY/DEPARTMENT:
Police/ID-Evidence

Approved By HR Director: Linda Matthews
Date Approved: 09/26/2005
Date of Last Revision: N/A

Reports to: Forensic Supervisor
Supervises: N/A

JOB SUMMARY: Under general supervision, receives, stores, and disposes of evidence and property taken into custody by police officers; maintains chain of custody records; performs a variety of administrative duties in support of the Evidence unit; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: Evidence Technician is distinguished by its primary responsibility for evidence storage, documentation, and chain of custody for the Police Department. It differs from the Police Technician by the latter's primary responsibility for a wide variety of technical support work. It differs from Forensic Specialist by the latter's responsibility for the collection and processing of evidence and application of scientific methods.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Receives, stores, retrieves, inventories, and maintains custody of evidence and other property in accordance with applicable federal, state, and local laws and regulations.
2. Releases evidence and property to officers, detectives, district attorneys, and rightful owners upon authorization or to periodic auctions as directed; packages and ships evidence and property.
3. Receives and returns stolen/recovered firearms to other public agencies; arranges destruction of firearms.
4. Maintains detailed records of chain of custody of all evidence.
5. Enters and maintains evidence and property data in computer; maintains current status and location of evidence and property; maintains files and records regarding evidence and property and its disposition.
6. Disposes evidence as directed; researches and processes unclaimed and non-returnable items.
7. Prepares and records articles for periodic auctions.
8. Conducts audits of property and evidence records; arranges and lays out storage of property.
9. Responds to inquiries from the public regarding property custody.
10. Maintains adequate supplies of necessary materials; contacts vendors regarding purchase of materials and equipment; orders supplies and maintains records of related transactions.
11. Receives, releases, records, deposits, and balances cash held in custody.
12. Trains assigned staff; develops standards and procedures for property receipt, storage, issuance, and custody.
13. Prepares blood, urine, and/or narcotics for lab work.
14. Duplicates audio and/or video recordings.
15. Operates forklift to transport physical evidence, storage containers, palettes, and other materials.
16. May testify in court regarding chain of custody.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:

EDUCATION: High school diploma or recognized equivalent.

EXPERIENCE: Two years of support work in a law enforcement environment including experience handling property and evidence.

KNOWLEDGE OF:

- Principles and practices of preservation of physical evidence and property.
- Occupational hazards and standard safety practices in evidence collection and storage.
- Applicable federal, state, and local laws, codes, and regulations governing evidence chain of custody and firearm handling and disposal.
- Inventory processes and related internal controls.
- Advanced record-keeping and filing systems and methodologies.
- Relevant police terminology and law enforcement codes.

ABILITY TO:

- Perform evidence and property control duties with a high degree of accuracy and safety.
- Ensure application of pertinent federal, state, and local laws governing acceptance, storing, and release of evidence and firearms.
- Interpret and apply departmental policies and procedures related to work assignment.
- Prepare and maintain accurate and complete records and reports.
- Perform intermediate mathematics calculations.
- Operate computer using relevant word processing, spreadsheet, and graphic software.
- Communicate effectively both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships.

LICENSES:

- Valid Class C CA driver license.
- Acceptable driving record at the time of appointment and throughout employment.

CERTIFICATIONS:

SPECIAL REQUIREMENTS:

DESIRABLE:

- Associate's degree in police science, criminal justice or related field.

FLSA Exemption Status: Non-Exempt

Employee Unit: 5 – Technical/Professional Services

DOT Program Participant:

Job Family: Police Non-sworn

Date Class Established: February 15, 2005