



JOB DESCRIPTION

Title: **EVIDENCE TECHNICIAN**
Department: Police
Class Code: 4115
FLSA Status: Non-Exempt
Effective Date: July 1, 1999 (Rev 04/2024)

GENERAL PURPOSE

Under the general supervision of the Sergeant, secures, stores, and disposes of evidence according to State and Federal laws and department procedures. Researches lost and found property and releases property to owners.

ESSENTIAL DUTIES

- Receives, sorts and secures all property delivered to the evidence room; responsible for verifying evidence reports against property reports to ensure accuracy.
- Maintains current knowledge of federal, state, and local laws related to property management.
- Operates computer systems to enter submitted items into Police Department evidence tracking system.
- Is accountable for security and integrity of evidence room; responsible for preserving the critical chain of custody; testifies in court when subpoenaed.
- Arranges and documents interim releases and returns of property for court, crime lab analysis, or investigative use.
- Determines appropriate and lawful disposition of property; releases property to officers, property owners, the courts and/or other agencies; releases property for sale at public auctions; ensures that all releases and dispositions of property are legal and properly documented.
- Explains evidence room procedures to officers, the general public and outside agencies. Provides input into department policies regarding evidentiary procedures.
- Participates in audits, inventories, and inspections of the property and evidence room.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- High school diploma or GED and four (4) years experience with a police agency with duties closely related to those described above, or equivalent combination of education/ experience.

Special Requirements

- Must be bondable.

Necessary Knowledge, Skills and Abilities

- Considerable knowledge of evidence laws and procedures.
- Basic computer skills.
- Ability to work well with co-workers, officers, outside agencies and the general public; ability to communicate both verbally and in writing.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing and specialized software, phone, calculator, fax machine, copy machine.

PHYSICAL DEMANDS

The physical 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 disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk and hear. The employee is occasionally required to use hands to manipulate, handle, or operate objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move more than 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The noise level in the work environment is usually quiet in the office to moderately noisy in the field.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____