



JOB DESCRIPTION

TITLE: Crime Scene /Evidence Technician
DEPARTMENT: Police Department
GRADE: 14
FLSA: Non-exempt
EEO DESIGNATION: Protective Service Workers
REVISION DATE: 9/1/2018

POSITION SUMMARY

The position works under the direction of the Detective Sergeant and is responsible for the collecting and analyzing of evidence. The position will observe and adhere to the clerical and technical law enforcement duties related to the receipt, handling, organization, storage, release, transportation, and disposal of evidence.

ESSENTIAL FUNCTIONS:

- Assists with identifying, isolating and securing crime scenes for the protection of evidence.
- Assists with photographing crime scenes and all potential evidence.
- Assists with diagramming and documenting crime scenes.
- Assists with preserving, collecting and recording all evidence which may include evidence related to impressions, trace, DNA, firearms, and digital.
- Ensures all evidence is properly handled, packaged, transported and booked into the evidence room.
- Preserves evidence and maintains orderly records of evidence retention and collection process.
- Receive evidence through intake lockers; sort evidence and properly assign it to protective storage.
- Transfer information from paperwork to computer and file paperwork.
- Properly maintain evidence labeling; responsible for preserving the critical chain of evidence; provides expert testimony in court when necessary or when subpoenaed.
- Responds to phone calls from the public and others regarding evidence.
- Assist/train officers in evidence booking procedures.
- Pulls items and releases them to the public or to officers for the court.
- Transports to and receives property and evidence from the state crime lab or AFIS.
- Sort items that are listed to be destroyed and ensures items are destroyed and documentation is completed and that computer records are updated.
- Conducts periodic audits of property room; maintains evidence room in a condition that is prepared for outside audits all times; corresponds with officers and general public regarding disposition of property; matches stolen and lost property with property inventory.



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- 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; maintains an accurate accounting of all property transfers and releases.
- Sends letters to the public on all property that is listed to be released.
- All other duties and responsibilities as required.

MINIMUM QUALIFICATIONS:

Must have high school diploma or G.E.D. equivalent. Must have at least two years of crime scene processing or job related experience. Police department experience is preferred but not required. Must possess a valid Utah Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

1. Considerable knowledge of evidence laws and procedures and Police report forms.
2. Ability to use computers and applicable software programs necessary to the position.
3. Provide customer service and answer customer or public inquires or possesses the ability to obtain information from individuals, residents, etc. for follow-up.
4. Must have experience working independently establishing work or project priorities.
5. Ability to be on-call and respond to crime scenes and/or accident scenes with an understanding that crimes scenes expose people to unpleasant and sometimes graphic situations.
6. Ability to communicate effectively with the public under potentially adverse circumstances and to work well with supervisors, co-workers, employees and the public.
7. Ability to follow city policies, evidence handling policies and legal guidelines which could result in a considerable amount of liability to the City if evidence is mishandled.
8. Independent judgment and tact needed to determine who is authorized to receive evidence.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Comfortable working conditions, talking, listening, handling medium weight, intermittent sitting, standing and walking. Regularly sits at a desk or table; walks, stands or stoops; works for sustained periods of time maintaining concentrated attention to detail. The person in this position must have the visual ability to read and work with computers and other electronic tools in accomplishing tasks and to communicate verbally. May occasionally lift or otherwise move objects weighing up to 50 pounds. May occasionally drive a motor vehicle. This position has exposure to stressful situations as a result of human behavior and situations. Work is often performed under deadlines and time constraints.



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The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age. The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.