



JOB DESCRIPTION

TITLE: Evidence Technician
DEPARTMENT: Police Department
GRADE: 12
FLSA: Non-exempt
EEO DESIGNATION: Protective Service Workers
REVISION DATE: 08/29/2018

POSITION SUMMARY

This position works under the direction of the Detective Sergeant and is responsible for the collecting and handling of evidence. The primary duty of the Evidence Technician is 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:

- Maintain all evidence, found, and stored property in such a manner that individual items are secure from theft, loss or contamination, and can be located in a timely manner.
- Maintain orderly records of evidence collection and retention.
- Stay informed of local, state, and federal law involving property and evidence handling. Recommend and facilitate appropriate changes.
- Receive evidence through intake lockers; sort evidence and properly place it in protective storage.
- Maintain evidence that needs to be held for a long length of time (i.e. homicide and sex offense evidence).
- Transfer information from paperwork to computer and file paperwork as needed.
- Properly maintain evidence labeling; responsible for preserving the critical chain of evidence; provides expert testimony in court when necessary or when subpoenaed.
- Coordinate the release of property for court, to persons legally entitled, for public surplus, and for disposal pursuant to the law.
- Ensure the timely and legally correct notification of owners and release/disposal of property recovered, found, or seized by the Department.
- 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.
- Operate computer terminals to access information regarding case dispositions and other pertinent information to determine appropriate and lawful disposition of property; to include (but not limited to) UCJIS, XCHANGE, and PIMS.
- Sort items that are listed to be destroyed and ensures items are destroyed and documentation is completed and that computer records are updated.



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- Responds to phone calls from the public and others regarding evidence.
- Provide in-service training to Department personnel regarding the appropriate logging, packaging, documenting, and storage of property and evidence.
- Transports to and receives evidence from labs for testing.
- Provide effective liaison between the Department and local, county, state, and federal law enforcement agencies.
- Represent the Department while attending state and local associations involved with the management of property and evidence.
- Be conscious of supplies and order as needed for evidence packaging as well as personal protection equipment and NIC field testing kits.
- Maintain a clean and orderly property storage facility.
- Be familiar with basic crime scene procedures to help with packaging and storing evidence when called out.
- Assist with diagramming and documenting crime scenes.
- Assist with preserving, collecting, and recording all evidence at crime scenes which may include evidence related to impressions, trace, DNA, firearms, and digital.
- 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 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 periodically 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:



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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.

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.