



JOB DESCRIPTION

JOB TITLE: Evidence Technician

JOB CODE: 2050

DEPARTMENT: Sheriff

FLSA STATUS: Non-Exempt

REPORTS TO: Sergeant

SUMMARY OF JOB PURPOSE

Performs a variety of skilled and/or technical work in the identification, collection, and analysis of criminal evidence.

ESSENTIAL FUNCTIONS

1. Responds to crime scenes for evidence purposes; performs analysis of crime scenes; photographs, documents, and diagrams crime scenes.
2. Handles collection, storage and maintenance of evidence; receives, maintains and protects the integrity of evidence throughout the judicial process.
3. Documents evidence collected, chain of custody, and enters into evidence terminal; prepares reports regarding investigative and forensic findings; testifies in court regarding the collection, maintenance, and processing of evidence.
4. Performs analysis of evidence collected for evidentiary value; performs fingerprint identification, collection, development, classification, comparison and storage; performs identification, examination, interpretation, documentation, photograph, and collection of bloodstains.
5. Maintains evidence office, laboratory, van and storage areas; follows established guidelines as set forth in the Sheriff Department's policy and procedure manual to identify unclaimed property for lawful sale, conversion to department use, or destruction; properly disposes of evidence, and shall seek, coordinate, and release evidence to rightful owners.
6. Works with District Attorney's office and Investigators to keep status of evidence current; acts as the liaison officer with any outside criminal laboratories utilized by the Department used in the processing and retrieval of evidence.
7. Maintains an effective working relationship with those contacted in the course of work; assists and trains other officers in the identification, collection, and booking of evidence.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma, or equivalent, and two (2) years related experience and/or training required. Must be 21 years old at the time of selection; must pass departmental comprehension/aptitude tests,

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practical exams, MMPI-2/CPI or related psychological performance tests; must pass a comprehensive background investigation, and other interviews, polygraph, drug test or other exams.

Must be a citizen of the United States or possess verification of employee's legal right to work in the United States. Must not have been convicted of a felony or gross misdemeanor or have any criminal actions that could constitute a felony or gross misdemeanor conviction. Must not be a user of controlled substances.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from supervisors, co-workers and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form; able to take direction from supervisors.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Intermediate proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Certified latent print examiner, as well as certified in the use of Alternate Light Source preferred. Must possess a valid Driver's License.

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 stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Static and trunk strength is necessary to use all the muscle force possible to lift, carry, push or pull very heavy objects (lift/carry evidence). Stamina and dynamic strength enough to exert oneself physically over a period of time without muscle fatigue, while working a major crime scene. Gross body coordination and equilibrium enough to coordinate the movement of arms, legs and body together while in motion or balancing the body while in unstable positions (collecting evidence in mountainous or non-level areas). Must also have hearing sufficient to understand conversation in quiet and noisy

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environments, and speech sufficient to speak clearly and distinctly in English so that one is clearly understood (talking on a two-way radio, with officers, victim, witnesses, and in court).

WORKING ENVIRONMENT

Work is performed in internal and external environments with possible exposure to wet and/or humid conditions, high, precarious places, fumes or airborne particles, and toxic or caustic chemicals; the employee must be able to handle all kinds of evidence, and work with chemicals used to work with evidence; the employee must also know how to safely work around sharp material (e.g. knives, needles, etc.) and deadly weapons (e.g. guns, etc.). The noise level in the work environment is usually moderate.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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