

**JOB DESCRIPTION**

**EVIDENCE TECHNICIAN**

**POSITION SUMMARY**

The Evidence Technician assists in providing property and evidence control to ensure evidence is properly collected, documented, stored, inventoried and processed according to departmental policies and procedures as well as applicable State and Federal laws for maintaining an evidence and property room within a full-service law enforcement organization. The employee may, under the direction of the Evidence Control Specialist assist with processing, documenting and collecting evidence as part of processing a crime scene and/or conducting a criminal investigation. Reports to the Evidence Control Specialist and the chain of command of the Criminal Investigations Division (C.I.D.)

**DUTIES AND RESPONSIBILITIES**

* Identifies, collects, secures and processes items of evidentiary value gathered as part of criminal investigations including the documentation of evidence collected at crime scenes; collects items and samples for testing and analysis utilizing current methods and practices to prevent contamination of evidentiary items.
* Properly and safely handles hazardous and dangerous items of property including firearms, narcotics, contaminates and biohazardous items and substances according to established policies, procedures and practices.
* Generate and provide work copies of digital evidentiary items to prosecutors, investigators and outside agencies in a timely and efficient manner.
* Effectively processes and securely store items of evidence, digital media, collected property and other items received through the evidence control system.
* Routinely enter information related to evidence and collected property into a variety of computer and database applications to ensure items are properly documented, inventoried and stored to establish proper chain-of-custody.
* Periodically inventory evidence and collected property to ensure the laws, policies and procedures governing the collection, storage and retention of items are being followed.
* Provide support to the Evidence Control Specialist and Investigations Division in processing, collecting, documenting and packaging items of evidence and property as part of a criminal investigation.
* Transport or otherwise deliver items of evidence for testing to laboratories or other agencies ensuring proper documentation of exchanges and chain-of-custody.
* Provides testimony in criminal and civil proceedings; presents collected evidence and information; assists in the preparation of charts, graphs, photographs and other demonstration items gathered or used to present case and evidence findings at trial.

**Department:** Police Dept. **Classification/FLSA:** Full time, Non-Exempt **Location:** Law Enforcement Center **Reports To:** Evidence Control Specialist,

CID Sergeant and CID Lieutenant Detective

**Supervises:** N/A **Salary Range:** $13.32 – $21.62

**Benefits:** Per City Handbook **Travel:** As needed

**Date Written/Revised:** 09/04/2019

**EVIDENCE TECHNICIAN continued**

**DUTIES AND RESPONSIBILITIES continued**

* Completes reports, investigative summaries and other paperwork related to investigations and evidence processing in a timely and concise manner.
* Regular work attendance (ex. on time to work/court appearances, not abusing leave, time management).
* Perform other duties and responsibilities related to the operation of a property and evidence control system as they arise.

**POSITION COMPETENCIES**

* Ability to communicate effectively orally and in writing, and ability to present oral reports, or other directed activities, to various size groups or organizations as required.
* Ability to operate a variety of computer systems and application platforms including Microsoft Office products and agency computer application platforms which include automated accounting and inventory control functions.
* Ability to operate office based equipment, including multi-line telephone system, camera and video recorders, duplication drivers, and other items required to complete the essential functions of the position.
* Ability to make lawful, sound and reasonable decisions in accordance with state and federal laws, local ordinances and established policies and procedures regarding the collection, storage, transfer and disposal for items of evidence and collected property.
* Ability to use customer service techniques to deal with people politely and helpfully, with consideration being given to various social and cultural backgrounds, which may be encountered in a wide range of situations.
* The ability to be sensitive to the feelings of others and resolving problems in ways that do not provoke antagonism.
* Possess a thorough, working knowledge, and routinely demonstrate adherence to, established city and department policies and procedures.
* Ability to maintain accurate, concise and detailed reports related to the operation of a law enforcement agency evidence division including documenting, managing and tracking items entering and leaving the evidence control system both in written form and within computer software applications.
* Working knowledge regarding laws, ordinances, codes, policies and procedures affecting the proper collection, storage and handling of items and objects of evidentiary value.
* Ability to maintain absolute discretion and confidentiality related to criminal cases, criminal history record information, and other sensitive or protected information related to criminal and investigative matters.
* Ability to multi-task as a member of a group in an office work environment with frequent interruptions, which may involve working safely and effectively as part of a team with coworkers, supervisors, and other law enforcement personnel under time sensitive deadlines.

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**EVIDENCE TECHNICIAN continued**

**EDUCATION**

* High school diploma or G.E.D. required. Associates degree or Bachelor’s Degree in criminal justice or crime scene investigations preferred.
* Minimum of 1-year experience in a position related to the daily operation of a law enforcement agency in a non-sworn position, including report processing, customer service, crime scene processing, evidence control or similar position;
* or any combination of training, coursework or related work experience which provides the knowledge, skills and abilities to perform essential job functions of the position.
* A valid Kansas Driver's License as well as able to pass and maintain a qualified background check is required.

**PHYSICAL DEMANDS**

The Evidence Technician’s physical job demands require occasional maximum lift of 75 lbs floor to waist; occasional maximum lift of 35 lbs from waist to shoulder; occasional maximum carry of 75 lbs 10 ft; occasional maximum carry of 75 lbs 50 ft; occasional maximum horizontal push/pull force of 85 lbs; frequent maximum horizontal push/pull force of 20 lbs; occasional maximum grip force of 60 lbs; frequent maximum grip force of 25 lbs; occasional maximum pinch force of 6 lbs; frequent climb; frequent bend/crouch; occasional kneel / crouch; frequent trunk rotation; frequent forward reach; frequent hand coordination; frequent foot coordination; frequent sit; frequent stand and frequent walk. PDC Level: Heavy

**WORKING CONDITIONS**

The Evidence Technician spend much of their time in the office but may also work at indoor and outdoor crime scenes to document, collect, and preserve evidence. In some cases, they may be called to crime scenes by detectives investigating major crimes. Exposure to human blood, body fluids, and other hazardous substances may occur. Adverse weather conditions when investigating may be encountered.

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