

EVIDENCE TECHNICIAN

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible non-supervisory position in the Police Department, the primary duties of which are the accurate collection and record keeping of all evidence. The Evidence Technician is responsible for maintaining the integrity of all evidence and records, as well as assisting superior officers with other administrative duties. The employee of this class reports to and performs their duties under the general supervision of a superior officer as designated by the Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Receives, sorts, and secures all property delivered to the evidence room and verifies evidence reports against property. Oversees the preparation, identification and maintenance of assigned evidence and is accountable for the security of the evidence room. Maintains an accurate inventory of all property transfers and releases, matches stolen and lost property with inventory, and corresponds with officers and the public regarding the disposition of property. Prepares unreturnable items for disposal in a manner prescribed by department policies. Transports evidence to forensic labs or other agencies for investigation and analysis. Aids in the development and presentation of departmental training related to evidence.

Assists superior officer with the accounting of monies and assets of the evidence division. Oversees the maintenance of evidence records and reports by reviewing records and periodically inspecting maintenance systems. Prepares and maintains detailed records, personally filing all documents required and prepares any documentation for court presentation. Maintains detailed filing systems and records on all booked property, including photographs. Writes and maintains records of evidence, both manually and computerized, including custody documents and property receipts. Develops new forms or revises old ones to improve accuracy and efficiency of documentation. Assists detectives in an administrative capacity when required.

Maintains inventory and orders supplies and equipment for the department. Inspects equipment and supplies and distributes those supplies as required. Prepares purchase requisitions for an

assigned division and gets estimates on repair costs for equipment. Assists superior officer in locating repair services and arranges for repairs and maintenance of all equipment.

Opens, sorts, and distributes incoming mail, handles telephone calls, and monitors appointments and meetings for the evidence division. Acts as receptionist for the department, screening visitors and directing them to appropriate personnel. Effectively communicates through writing and promotes a positive image of the work of the department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.