

## EVIDENCE TECHNICIAN

### POSITION DESCRIPTION

**Classification Responsibilities:** An Evidence Technician performs duties in the Evidence Section of the Police Department, including: the receiving, storing, releasing, and maintaining security of a wide variety of confiscated property, evidence, and vehicles. A major responsibility of the position is to safeguard and maintain the integrity of all evidence and a chain of custody in accordance with state laws, City ordinances, and departmental policies and procedures. Additional duties include, but are not limited to: receiving, verifying, cataloging, storing, retrieving, transferring and disposing of property and evidence; processing narcotics for disposal; processing firearms for release, auction or disposal; receiving, storing, and disposing of bicycles and motorized vehicles; reviewing criminal history background checks to determine appropriate release of firearms; and dealing with internal and external customers via the telephone and in face to face contact. This class is responsible for performing related duties as required.

**Distinguishing Features:** An Evidence Technician works with a variety of hazardous items including: weapons, narcotics, drug paraphernalia, poisons, body fluids, flammable and explosive materials, currency, and unsanitary materials. Incumbents utilize a computerized bar-coding system to track the evidence inventory. This class is directly supervised by a Senior Evidence Technician through observation of work and overall results achieved. An Evidence Technician may be subject to emergency and/or scheduled call out. This class is FLSA nonexempt.

### QUALIFICATIONS

**Education and Experience:** Requires any combination of training, education, and experience equivalent to graduation from high school or GED and a minimum of three years experience in warehousing, inventory control, or an appropriately related field, preferably in a law enforcement and/or high security environment. Experience in an evidence/property room environment is highly desirable.

**Special Requirements:** Due to the sensitive nature, high security environment, and value of property and/or evidence impounded, successful completion of a background investigation and polygraph is required. Must possess a valid Arizona Driver's License by hire date. Certification by the Arizona Department of Public Safety (DPS) in the operation of the ACJIS Network is desirable and will be required within 180 days of hire date.

### ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public and/or other City employees concerning inquiries and complaints regarding the receipt and return of property and evidence, and case dispositions indicating final action on property or evidence. Instructs new Evidence Technicians on all aspects of the position job requirements. Instructs and trains others on-the-job and in a classroom setting regarding the proper packaging, submission, acceptance storage, transfer, return and disposal of property or evidence. Prepares written documents including: impound records, incident reports, logs, and letters in order to document the location of evidence. Communicates verbally and in writing with case agents, City and County Prosecutors, other law enforcement members and/or property owners regarding the status of property and evidence being held.

**Manual/Physical:** Observes and inspects submitted property and evidence to determine compliance with prescribed packaging and submission standards. Verifies, tags, marks, packages, documents acceptance and stores property and evidence received. Prepares authorized property for disposal and/or auction, as appropriate. When authorized, destroys property as required and outlined by law or regulation. Moves various objects (property and evidence) weighing up to 75 pounds for distances up to 150 feet in order to store items and return property to owners. Measures distances using a tape measure to determine space requirements for property to be stored. Works in small, cramped areas, and reaches property and evidence at elevated levels in order to store and/or retrieve items. Prepares boxes of materials to return property to owners via the mail service or other private carriers. Operates machinery such as electric drills, electric cutting shears and other manual and/or electrical cutting devices. Operates a pickup truck equipped with a lift gate requiring a valid Arizona Driver's License to pick up evidence at substations and crime scenes and deliver property, which may involve working in a variety of weather conditions. Enters data into a computer terminal to create a database for evidence tracking and perform warrant checks on individuals before issuing claimed items. Performs physical inventories by comparing inventory to the evidence tracking database and to Impound Records. Sorts and files impound records and other documents related to the receipt, storage and disposal of property and evidence. Works with evidence contaminated with body fluids, chemicals, pesticides, paints, insecticides, flammables, explosives, and other hazardous materials using normal protective equipment to properly handle and destroy the items. Sets up and removes folding tables and other items at the City's public auction.

**Mental:** Verifies, tags, marks, packages, documents acceptance, and stores property and evidence received in accordance with approved policies and procedures for safe handling, security, packaging, identification, and storage of materials. Comprehends and makes inferences from written material including, but not limited to; property/evidence impound records, police reports, Court documents, memorandums, policies, laws and other similar documents to account for evidence as it is received, transferred or destroyed. Compares bike theft reports to recovered bikes in order to return bikes to owners. Compares theft reports to recovered property/evidence in order to return found property. Follows prescribed procedures for destroying narcotics and unclaimed/unsold firearms. Reviews case records to determine disposition of accumulated evidence. Learns job-related material in a classroom setting and through on-the-job training regarding all aspects of evidence inventory control, security, storage and disposal.

**Knowledge and Abilities:**

Knowledge of:

the principles, practices, and methods of warehousing, inventory control, material handling, storage, record keeping, and property accounting; computer terminal data input and retrieval processes.

Ability to:

learn applicable federal, state, and local criminal and civil laws, codes, and regulations;  
learn police, court systems, and criminal procedures relative to the processing, retention, and disposal of evidence;  
learn safety and security methods and practices involved in the handling and storage of firearms, weapons, narcotics, drugs, money, and dangerous devices;  
maintain legible, complete, and accurate records and related documents;

place property/evidence items and inventory documents in both ascending and descending numerical and/or alpha numerical order;  
devise and maintain storage, security, and accounting procedures for sensitive, valuable, and unusual supplies and equipment;  
coordinate with other law enforcement agencies in the development of procedures for the disposition of property when cases are adjudicated; and  
establish and maintain effective working relationships with coworkers, supervisors, other City employees, and the general public.

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TO/cjh

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EEO-S/M

NIDA-None

RESP-None

PAY RANGE: 39

SH-None

CDL-None