



EVIDENCE TECHNICIAN

DEFINITION: Under limited general supervision, to photograph, collect, and/or receive, handle, transport, store, present, and dispose of property and evidence for the Sheriff's Department; to be responsible for accurate and thorough documentation of all aspects of evidence.

ESSENTIAL JOB DUTIES: Using current methods and equipment under scientific and legal guidelines and requirements; photographs, collects, or receives, processes, maintains, presents at Court or to other agencies and disposes of items of evidence or property under legal guidelines with thorough documentation throughout the process; work closely and cooperatively with deputies, investigators, allied agencies, District Attorney staff, and the public; strict maintenance of confidentiality and control of sensitive items and information; prepares detailed reports of actions taken, evidence/property inventory, catalogs and continuous maintenance of all items and documentation; travels to crime scenes throughout the County and contiguous jurisdictions at any time or day by driving County sedans, pickup trucks, 4x4s or vans or being flown by airplanes or helicopters; requires travel by driving alone or being flown to other areas of the State to attend training (up to three weeks in duration) or to deliver/pickup items; attendance may be required at specified autopsies to photograph and control evidence; complies with court orders, District Attorney, Public Defender, and private attorney legal requests for evidence/property/documentation and testifies in court regarding all aspects of evidence/property; researches the disposition of cases and then legally disposes of evidence/property or legally returns it to the rightful owner or assists with public auctions to dispose of unnecessary non-returnable property; supervises the destruction of controlled substances per policy and/or law; and keeps work areas, equipment, and vehicles in a clean and orderly condition. A one-year probationary period will apply to this position.

EMPLOYMENT STANDARDS

Education/Experience: High school graduate or equivalent with a minimum of two years of work in a law enforcement setting with exposure to evidence. Two years of college with a major in Police Science or Administration of Justice may be substituted for experience.

Ability to: Follow orders and directions of the Investigative Unit of the Sheriff's Department; receive, collect, transport, document, store, and maintain an inventory of evidence and property; prepared and maintain accurate records; maintain confidentiality and control of sensitive information; operate computer terminal to enter and retrieve information; interpret, apply, and explain a variety of ordinances, rules, and regulations; exercise sound independent judgment within established procedural guidelines and protocols; testify in court regarding chain of custody and evidence and property records; establish and maintain effective working relationships with a variety of individuals, in person and over the telephone, including when relations may be confrontational or strained; operate photography equipment and Sheriff's radios.

Physical ability to: Ability to lift and move up to forty (40) pounds; mobility to work in a typical office and stores setting and walk into rugged up or down terrain carrying equipment; use standard office equipment; sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as typing, filing, data entry, and use of a calculator and/or 10-key adding machine; drive a motor vehicle (including off-road into rugged terrain); vision to read printed materials and a VDT screen and perform job functions during hours of darkness; hearing and speech to communicate in person, over the telephone, or Sheriff's radio.

Special requirements: Must possess and maintain a valid operator's license issued by the State Department of Motor Vehicles; must successfully complete a thorough background investigation, including no restrictions on possessing weapons.