



Evidence Technician

Summary

Identify, collect, and preserve evidence at a variety of crime scenes including burglaries, assaults, officer involved shootings, homicides, and death scenes; process collected evidence for possible trace or latent print evidence; and perform analysis of latent print evidence for identification.

Class Characteristics

General supervision is provided by a Police Sergeant or designee; responsibilities may include the direct or indirect supervision of support staff.

This is a specialized police civilian classification requiring technical and specialized knowledge in the identification, collection, and preservation of various items of evidence located at various crime scenes.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.

Duties:

Respond to, photograph, and process crime scenes for evidence such as latent prints, DNA evidence such as blood, semen, and/or hair, and other trace evidence; collect evidence from victims or suspects including fingernail clippings, gunshot residue, clothing, and elimination fingerprints.

Respond to autopsies to photograph and collect necessary evidence which may include fingernail scrapings, and/or clippings, hair samples, buccal swaps, and clothing.

Fingerprint victims and suspects as necessary for fingerprint comparisons; analyze and process collected latent print evidence for comparison and identification following established procedures.

Prepare reports as necessary detailing crime scene processing, evidence processing, and/or latent print examination findings; input collected evidence into the evidence tracking database; process and book collected evidence; prepare crime scene sketches; prepare evidence for court presentations as necessary; provide expert testimony in court.

Operate and maintain equipment for lab, photographic, and field use; perform general office support duties including basic typing and recordkeeping; maintain inventory and order supplies as necessary.

Perform related duties as assigned.

Skills/Abilities:

Identify, analyze, collect, process, and preserve crime scene evidence in accordance with established procedures.

Operate, adjust, and perform minor maintenance on photographic and laboratory equipment.

Complete accurate sketches of crime scenes.

Learn, utilize, and stay current with evidence collection techniques and equipment.

Observe accurately and document faces, numbers, incidents, and places.

Think and act quickly in emergencies.

Judge situations and people accurately.

Learn, understand and interpret laws, rules, regulations and policies.

Prepare clear, complete, accurate and grammatically correct reports.

Learn standard broadcasting procedures of a police radio system.

Perform effectively and maintain professional composure at unpleasant crime and accident scene situations including homicides, officer involved shootings, unusual or suspicious deaths, autopsies, traffic fatalities and other unusual incidents.

Exercise sound, independent judgment within established guidelines.

Handle dangerous substances and firearms in a safe manner.

Present accurate and detailed information related to evidence in court cases.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Understand and carry out oral and written directions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of the work.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to sit, use the computer keyboard and mouse, use hands to finger, handle, or feel, reach with hands and arms, talk or hear, stand, walk, bend, and stoop, or crouch. Occasionally lift and/or move up to 50 pounds. Incumbents may be required to climb ladders, rocks and or walls and search rooftops, which require lifting arms above shoulders and working at heights greater than ten feet. You may be required to process crime scenes that require walking over rough, uneven, slippery or rocky surfaces such as fields, parks, hillsides, creek sides, or wading into bodies of water. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties the employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. Requires the ability to work in an office environment where the noise level is usually moderate. Requires the incumbent to work outdoors in a variety of weather conditions with exposure to the elements including hot, rainy, or very cold temperatures. Incumbents in this position may be required to work hours beyond an assigned shift with little, or no notice. The work schedule could include working weekends, days, evenings, graveyards and holidays.

Qualifications

Knowledge of:

A municipal law enforcement agency.

Principles and methods for receiving, storing, and maintaining property and evidence.

Department regulations, procedures and work methods.

Basic law enforcement organization, activities, terminology, and regulations.

Equipment, techniques and procedures for successful collection and preservation of items of evidence.

Process evidence collection, including maintenance of chain of evidence.

Basic investigative, fingerprinting, and photography techniques.

Basic report writing techniques.

Basic recordkeeping principles and practices.

Safe work methods and safety regulations pertaining to area of assignment.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and photographic equipment.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Equivalent to graduation from high school.

Experience:

Two years of experience either in the handling of crime scene investigation evidence in a law enforcement setting or public contact office, or administrative experience. Prior experience in a law enforcement setting is desirable.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Established: 03/90

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Department: Police

FLSA Status: Non-exempt