EVIDENCE TECHNICIAN

DEFINITION

To perform a variety of technical duties related to the collection, protection, preservation, processing, storage and disposition of evidence.

DISTINGUISHING CHARACTERISTICS

The classification of Evidence Technician is primarily responsible for the collection and preservation of evidence and its disposal as required by the Penal, Health and Welfare, and Vehicle codes of the State of California.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Sheriff's Lieutenant or other higher-level, sworn, supervisory staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Documents, processes and stores evidence and other property; transports evidence to courts and to federal laboratories.

Photographs, collects and preserves evidence at crime scenes.

Transports exposed film for processing; copies audio and visual tapes for presentation in court.

Examines items booked into evidence for fingerprints as requested; classifies and compares prints with those of suspects.

Conducts preliminary drug identification examinations; processes, stores and disposes of controlled substances for the narcotics task force.

Assists Sheriff's Department officers in collecting, preserving, protecting, processing and storing evidence.

Maintains complete records and files of evidence.

Works with the District Attorney's office to prepare for trial all necessary items of evidence to be used in the prosecution of criminals; testifies in court as necessary.

Evidence Technician
Rev.- 07/20/03   Res. #2003- 87
Rev.- 01/01/06   M.O. #8-1/04/06
Rev.- 01/01/07   M.O. #19b-1/4/07
Rev.- 07/01/07   M.O. #19b-1/4/07
Rev.- 01/01/08   M.O. #19b-1/4/07

Purges property and evidence; arranges for property release, destruction, public sale or other disposal method.

May train department deputies in proper evidence handling procedures.

Maintains assigned equipment and supplies.

Maintains department inventory of equipment and supplies; orders replacement items and disburses as approved by supervisor; maintains inventory records and prepares related reports.

Receives and responds to public inquiries regarding department activities and procedures.

Performs general office work, including but not limited to preparing correspondence and reports, entering computer data, maintaining files, answering the telephone, etc.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws, codes and regulations.

Principles and procedures used in collecting, preserving and storing evidence.

Principles and practices of law enforcement investigation.

Methods of photography.

Courtroom procedures.

Types of narcotics and other illegal substances.

Principles and practices of record-keeping and reporting.

Ability to:

Collect, store and dispose of evidence correctly and accurately.

Operate photographic and other investigative equipment.

Test and identify controlled substances.

Work independently in the absence of supervision.

Respond promptly to requests and inquiries from department officers.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Maintain records and prepare required reports.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in law enforcement, preferably dealing with evidence and property.

Training:

High school diploma or GED equivalent supplemented by additional training in evidence collection methods.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Classification Code:	4132720
Bargaining Unit:	40
FLSA Status:	Y
Workers' Compensation Code:	7720
Pay Table:	CNTY
Range:	Refer to current "Class Range Sort List"