

SENIOR EVIDENCE TECHNICIAN

JOB DESCRIPTION

Classification Responsibilities: A Senior Evidence Technician provides supervision over Evidence Technicians, which includes maintaining workstation file documentation, preparing performance appraisals, and participating in the day-to-day work activities within the Evidence Section. This classification is responsible for receiving, storing, releasing, and maintaining security of a wide variety of confiscated property, evidence, and vehicles. A major responsibility of this position is to ensure the integrity and a chain of custody of all seized property and evidence is maintained in accordance with state laws, City ordinances, and departmental policies and procedures. Additional duties include: processing and organizing the destruction of narcotics and firearms; processing and organizing items, including firearms, for public auction; processing general items for destruction; reviewing criminal history background checks to determine appropriate release of firearms; coordinating the transfer of items approved for auction to the City warehouse; giving and receiving instructions; organizing work and assigning to staff; handling problem resolution; and providing training as needed. This class performs related duties as required.

Distinguishing Features: The Senior Evidence Technician works with a variety of hazardous items, including weapons, narcotics, drug paraphernalia, poisons, body fluids, flammable/explosive materials, and unsanitary materials. Incumbents utilize a computerized bar-coding system to track evidence. The Senior Evidence Technician is responsible for documenting and evaluating Evidence Technician's work performance using workstation files and preparing/administering performance evaluations. This class is distinguished from the Evidence Supervisor by the latter having administrative responsibilities. This class is supervised by the Evidence Supervisor through observation of work and overall results achieved. A Senior Evidence Technician may be subject to emergency and/or scheduled call out. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from high school or GED. Considerable (3 – 5 years) experience in warehousing, inventory control, or related field **OR** two years of experience in a law enforcement environment handling property/evidence.

Special Requirements. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation is required. Must possess a valid Class D Arizona Driver's License by hire or promotion date. Certification by the Arizona Department of Public Safety (DPS) in the operation of the Arizona Criminal Justice Information System (ACJIS) Network is desirable and will be required within 180 days of hire date. Must obtain a City of Mesa Forklift Operators certification within three months of hire or promotion date.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment/pre-placement and random alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Some lead or supervisory experience in a property/evidence room is preferred. Certification as a Certified Property and Evidence Specialist by the International Association of Property and Evidence (IAPE) is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public 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 and trains others on-the-job and in a classroom setting regarding the proper packing, submission, acceptance, storage, transfer, return, and disposal of property or evidence. Reports work status and special problems to the Evidence Supervisor. Prepares written documents, including memorandums, activity reports, disposal reports, impound records, incident reports, logs, and letters in order to communicate with department members, supervisors, and property owners and document the location of evidence and incidents that occur.

Manual/Physical: Reviews the work products of staff to ensure compliance with standard operating procedures. Observes and inspects incoming evidence to determine compliance with prescribed packaging standards and to verify that all items are accounted for. Tags, marks, packages, documents, accepts, and stores property and evidence received. Processes authorized evidence for return, disposal, and/or auction as required by law or regulation. Moves various objects (property and evidence) weighing up to 75 pounds for distances up to 150 feet with the assistance of a cart and/or ladder, 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 electric tools and devices. Operates a forklift to move property and evidence as well as a pickup truck equipped with a lift gate requiring a valid Class D 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. Works at heights of ten feet or more to store and retrieve property and evidence. May be required to use a respirator when performing duties requiring exposure to hazardous chemicals and evidence that may be biohazardous and carcinogenic. 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/audits by comparing physical inventory against inventory records. Sorts and files impound records and other documents related to the receipt, storage, return, and disposal of property/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 evidence. Sets up and removes folding tables and other items at the City's public auction.

Mental: Provides supervision over Evidence Technicians. Prioritizes and assigns work to personnel. Resolves day-to-day work-related problems. Receives, verifies, tags, marks, packages, documents acceptance, and stores property/evidence in accordance with prescribed methods and procedures for safe handling, security, packaging, identification, and storage of materials. Comprehends and makes inferences from written material including, but not limited to, evidence impound records, police reports, memorandums, policies, laws, and other similar documents to account for evidence as it is received, transferred, or destroyed. Compares theft reports to recovered property/evidence in order to return found property to owners. 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, recordkeeping, and property accounting;
computer terminal data input and retrieval processes; and
supervisory principles and practices.

Ability to:

provide supervision over other employees;
establish and maintain legible, complete, accurate, and thorough employee workstation files and performance appraisals;
provide problem resolution;
learn applicable federal, state, and local criminal and civil laws, codes, and regulations;
access many different types of computer applications to identify case reports, confirm case numbers, identify individuals' criminal histories, warrants information, evidence inventory information such as item location and release status, and Court information such as case disposition status;
organize property/evidence items and inventory documents in numerical order;
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;
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.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 6/25

JV

CS4060

EEO-S/M

JOB FCTN-GEN

Non-DOT Safety and Security-Y

CDL-N

RESP-Y

PAY GRADE: 48

IND-7720

SWORN-No

Non-DOT Random-Y

DOT-N

INCREMENTS 058-200