City of Mesa - Police

EVIDENCE TECHNICIAN

JOB 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 in a warehouse environment. A major responsibility of the position is to safeguard and maintain the integrity of all evidence and the 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. Accuracy, attention to detail, and accountability are critical skills required and expected of an Evidence Technician. 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

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. A minimum of one-year experience in warehousing, inventory control, or an appropriately related field, preferably in a law enforcement and/or high security environment.

Special Requirements. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph 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.

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. Experience in an evidence/property room environment is desirable. 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 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 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 electrical cutting devices. Operates 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. 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 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; and
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.

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.

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