

SENIOR EVIDENCE TECHNICIAN

JOB DESCRIPTION

Classification Responsibilities: A Senior Evidence Technician provides supervision over Evidence Technicians which includes maintaining workstation file documentation and preparing performance appraisals and participates 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 for public auction; processing and organizing firearms for sealed bid sale; 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

Minimum Qualification(s) Required. Any combination of training, education, or experience equivalent to graduation from high school or GED. A minimum of two years experience as police/evidence technician or equivalent position.

Special Requirement(s). Because of the confidential, sensitive nature of information handled, a successful completion of a background investigation and polygraph is required. Must possess a valid Arizona Driver's License by hire date. Certification by the Arizona Department of Public Safety (DPS) in the operation of the National Computer Information Network is desirable and will be required within 180 days after hire date.

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

Preferred/Desirable Qualification(s). Some lead or supervisory experience in a property/evidence room is preferred.

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, 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 an aid, 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 pickup truck equipped with a lift gate requiring a valid 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. 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, 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.

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CS4060.DOCX

EEO-S/M

NDOT SAFETY-No

NDOT RANDOM-No

NIDA-No

RESP-No

JOB FCTN-GEN

INCREMENTS 62-200

PAY GRADE: 44

SECURITY-Yes

CDL-No

IND-7720

SWORN-No