Job Description

Job Title:	Evidence Technician	Classification:	Classified
Department:	Police	Grade:	160
Occupational Group:	Public Safety Support	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; collects, examines, preserves, documents, prepares, stores, releases and disposes of physical evidence for law enforcement purposes in compliance with applicable policies, procedures, and State law. Provides testimony regarding evidence, as required.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Receives, maintains, and releases custody of evidence including evaluating and documenting evidence received and released.
2. Preserves crime scenes; collects items of evidence.
3. Prepares and places evidence for storage and/or laboratory testing; submits and monitors laboratory submissions and results; determines proper laboratory testing requirements; evaluates items; properly seals and packages evidence; labels evidence; stores evidence in accordance with applicable policies and procedures; creates photographic and/or videotapes of evidence.
4. Processes evidence utilizing established guidelines including entering information into applicable databases and filing documents.
5. Provides information and assistance to the court system, investigators, owners, other agencies and/or other interested parties in obtaining information on evidence contained in storage.
6. Participates in depositions and/or testifies in court proceedings.
7. Maintains work environment, equipment, and temperatures are maintained for sensitive items.
8. Monitors evidence storage areas utilizing established security standards.
9. Disposes of evidence utilizing established procedures and in compliance with State law.
10. Prepares and maintains reports, records, logs and/or other related items; evaluates cold case files.
11. Transports evidence from crime scene and to and from laboratory and evidence facility, as required.
12. Contributes effectively to the Police Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Basic rules of evidence; inventory, packaging, and cataloguing evidence principles, practices and procedures; applicable equipment and tools utilized in the industry; criminal justice system; relevant Federal, State, and local laws, rules, regulations, codes, and statutes; monitoring and maintaining evidence and inventory; Microsoft Office Suite.

Skill in: Legal chain of custody maintenance, the limited and controlled access and safeguarding of evidence; establishing and maintaining effective working relationships with other law enforcement agency and regulatory agency/organization staff, City officials, criminal justice system staff, and the public; customer service skills; keyboarding, data entry and word processing skills, and relevant computer hardware and software applications; basic math skills; use of applicable tools and equipment; Microsoft Office Suite.

Education: High school diploma or GED equivalent required.

Experience: One year of full-time criminal evidence processing experience is preferred. Accredited law enforcement or forensic education or advanced training may be substituted for the required experience.

Licenses and Certifications: Possess and maintain a valid state issued driver's license.

Physical Demands Requirements and Working Conditions

This position works predominantly indoor but often performs work in outdoor environments as well. Working at or from a police station requires standing in work areas; walking between work areas may be required. In an indoor environment finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; prepare evidence for transport; vision to assess a crime scene for evidence; read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. This position requires the operation of a motor vehicle to identify, prepare, and transport evidence to a crime lab for testing.

Must possess the ability to stand or walk for extended periods. Positions in this classification are required to bend, stoop, kneel, reach, push, and pull when making arrests. Employees may be required to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier with the proper use of equipment. Employees when working outdoors may be exposed to wet/and or humid conditions; moving mechanical parts; fumes, blood-borne pathogens or airborne particles; toxic or caustic chemicals. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	