



<b>Job Title</b>	<b>Evidence Technician</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PAR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>3</b>	<b>Job Code</b>	<b>16610</b>

**Class Specification – Evidence Technician**

<b>Summary Statement:</b>	
<p>The purpose of this position is to collect and manage evidence, property, and items scheduled for destruction. This is accomplished by collecting evidence; verifying information; transporting items; and completing storage requirements. Other duties include evidence inventory management, case status research, and coordinating presentations and training; disposing of items; training new employees; and testifying in court.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance in the performance of this job is an essential function.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
35%	Manages evidence inventory, storage of inventory, transporting items to department personnel and outside agencies for testing, and court presentations; verifies firearms are safe; packages special items; and demonstrates proper protective handling procedures.
20%	Works with customers by answering the phones and responding to requests and inquiries; schedules and prepares for appointments for property releases; enters data; provides technical support to outside agencies; and schedules viewings of evidence.
30%	Researches cases for evidence and property disposition by researching information; contacts customers; reviews databases; verifies legal and policy guidelines; completes forms; and assists with the court notification process.
15%	Completes disposition process by researching case reports; contacting officers; identifying owners; moving property; complying with health and safety guidelines; and scheduling destruction.



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**Competencies Required:**

**Human Collaboration Skills:** Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

**Reading:** Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Math:** Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

**Writing:** Intermediate - Ability to write reports, prepares business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Technical Skills Required:**

**Skilled in a Technical Field:** Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Equivalent to the completion of the twelfth grade (high school diploma or GED).

**Experience:** One year of full-time clerical or administrative assistant experience.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

DOT Hazmat Certification	Within 3 months of start date
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National Crime Information Center (NCIC) Certification	Within 3 months of start date
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Colorado Crime Information Center (CCIC) Certification	Within 3 months of start date
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Certifications required in accordance with standards established by departmental policy.	
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**Supervision Exercised:**

Position has no responsibility for the direction or supervision of others.

**Supervision Received:**

Receives Direction: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

**Fiscal Responsibility:**

The job title prepares accounting, budget, employment actions, purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

**Physical Demands:**

Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office with some outside
Extreme Temperature	Seasonally
Wetness and Humidity	Several times a month
Respiratory Hazards	Daily
Noise and Vibrations	Several times a week
Physical Hazards	Seasonally
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Frequently

**Machines, Tools, Equipment, and Work Aids:** Telephone, fax, copier, scanner, fork lift, hand held scanner, label maker, city vehicle, shredder, assorted hand tools, shop vacuum, assorted cleaning supplies, hand dollies, ladders, step stool, rolling and shopping carts, and moveable storage racks.

**Specialized Computer Equipment and Software:** Microsoft Office, multiple databases, evidence tracking software, records management systems, court data systems, and National Crime Information Center (NCIC).

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original date: July 2014