JOB DESCRIPTION

JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Police Evidence Technician</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Police</td>
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<tr>
<td>Reports to Position:</td>
<td>Investigations Sergeant</td>
</tr>
<tr>
<td>Location:</td>
<td>Police Department</td>
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<tr>
<td>Effect. Date:</td>
<td>06/20/2019</td>
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<tr>
<td>Civil Service:</td>
<td>No</td>
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<tr>
<td>Bargaining Unit:</td>
<td>No</td>
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<tr>
<td>Pay Grade:</td>
<td>Non-Bargaining Pay Scale</td>
</tr>
<tr>
<td>Overtime Status:</td>
<td>Paid Overtime</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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JOB SUMMARY

The Police Evidence Technician is responsible for the storage, retrieval, security, access, chain of custody and maintenance of accurate records of all found, recovered, seized and evidentiary property in the custody of the Marion Police Department. This can include collecting, processing and analyzing forensic, biologic, latent and physical evidence associated with crime scenes and utilizing chemical and microscopic techniques to identify controlled substances.

ESSENTIAL JOB DUTIES/WORK PERFORMED

- Maintains confidentiality and security of all reports, records, property, evidence and investigative matters as required by federal and state law, and city and department policies.
- Receives property and evidence in the chain of custody; verifies proper packaging to ensure integrity of all property and evidence, scans and secures the item in the property/evidence facilities.
- Maintains clear and accurate records and inventory of all property received, property disposed of, property transferred and property submitted to various laboratories for examination.
- Ensures that property and evidence is protected from loss or damage and that the chain of property and evidence records is properly maintained.
- Enters and retrieves information through a variety of technical equipment including tracking system.
- Compiles and submits a variety of statistical reports and summaries relative to the maintenance of the property and evidence.
- Participates in periodic inventories and audits of evidence and other property items to ensure integrity of the system.
- Coordinates with officers, prosecutors and other agency representatives regarding property and evidence needed for court or other purposes.
- Researches cases and coordinates with officers, prosecutors, property owners or other agency representatives regarding release or disposal of property complying with all laws and departmental procedures.
- Transports evidence as necessary for processing, examination or use in court hearings and maintains records of those transactions and tests.
- Utilizes chemical and microscopic techniques to identify controlled substances.
- Collects, processes and analyzes forensic, biologic, latent and physical evidence associated with crime scenes.
- Processes all weapons for disposal, for return to owner or for destruction; obtains required computer checks.
- Performs clerical responsibilities in the course of duties while operating a wide variety of technical equipment.
- Performs evidence processing duties including taking fingerprints, swabs, etc.
- Provides competent, pleasant customer service.
- Performs other related work as required.

REQUIRED KNOWLEDGE AND SKILLS

- Knowledge of laws related to property management, storage and disposal.
- Ability to maintain an organized, neat and orderly property and evidence facility.
- Ability to obtain NCIC certification.
- Ability to work rapidly and accurately while retrieving and disseminating information via multiple applications.
• Ability to remain calm under all types of emergency and/or emotional situations.
• Ability to foster and maintain effective working relationships with fellow employees and the public.
• Ability to understand and execute oral and written directions and utilize technology proficiently.
• Ability to make decisions and maintain confidentiality in accordance with established law, regulations and policies.
• Ability to train employees as needed.
• Must possess a valid driver’s license.

ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

• Must be able to interact with the public and fellow employees in a professional and courteous manner.
• Must be able to perform physical tasks including lifting, walking, climbing ladders, bending, grasping, etc.
• Must be able to successfully complete required training.
• Ability to read, speak, write and understand English to effectively communicate with others by telephone, in written form or face-to-face.
• Ability to multi-task efficiently and accurately.
• Ability to maintain confidentiality.
• Ability to use computers and related technical equipment proficiently.
• Ability to prepare detailed and accurate reports as well as testify in court if required.
• Ability to exercise initiative and work without direct supervision.
• Ability to photograph and process evidence and controlled substances as needed.
• Ability to bend, reach, climb, stoop and lift 50 pounds for filing and records retrieval.
• Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.
• Must be able to provide regular and reliable attendance.

QUALIFICATIONS

• Prior experience in record keeping, inventory maintenance, etc.
• Post high school training in police science, criminal justice or related field preferred

WORKING CONDITIONS

• Primarily works indoors, but may be required to assist in property/evidence collection at crime scenes.
• Primarily works during regular business hours Monday thru Friday, but subject to call-in at any time.
• Must be able to work with minimal supervision.
• Work in a 24/7 office environment.
• Work in a potentially stressful environment.

REQUIRED BACKGROUND CHECKS

• Sex Offender Registry
• Criminal Background Check
• Drug Screening
• Driving Record
• Credit Check
• Pre-Employment Physical
• Polygraph