

HEWITT TEXAS

Job Title: Evidence Technician
Department: Police
Location: Public Safety Facility
Reports to: Detective - Sergeant
Date: 2/5/2018

Grade: 10	Type of Position: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Safety Sensitive: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
------------------	---	---	--

Job Summary: Under general supervision, the Evidence Technician is responsible for collecting, receipting, storing, and control of evidence in the custody of the Police Department. Performs a variety of complex forensic and technical work including analyzing and identifying evidence obtained from a crime scene.

Essential Functions: Manage the day to day activities of the Evidence Processing Unit to include intake and storage of all evidence collected by the Police Department. Plan and implement programs essential to the ongoing operational efficiency of the Unit.

Use photography equipment to process crime scenes and evidence. Pack property and evidence utilizing established preservation techniques. Complete chain of custody on evidence sheets. Enter fingerprint data into department fingerprint database for comparison and analysis. Document and oversee the destruction or release of evidentiary items.

Maintain organized records related to evidence. Manage and prepare evidence to be released. Respond to and fulfill requests for evidence from officers, investigators, attorneys, and other law enforcement agencies. Maintain a log of all requests.

Prepare evidence and court exhibits to present expert testimony in court. Dispose of all evidence at the completion of legal proceedings. Provide instruction to police staff relating to forensic identification. Research cases for court disposition.

Maintain knowledge of laws, policies, and trends in the forensic field and the management of evidence by participating in professional organizations and attending training classes and conferences. May serve as a member of various employee committees.

Perform work in accordance to federal and state laws, as well as established policies and procedures. Perform other related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Competencies: Knowledge of basic inventory management principles. Skilled in utilizing modern office equipment. Skilled in preparing and maintaining records. Ability to communicate effectively with a variety of individuals.				
Required Education, Experience, and Qualifications: High school diploma or GED with additional coursework in Criminal Justice or a related field. Minimum of one (1) year of experience in evidence collection and preservation or a related field. Or an equivalent combination of education and experience. Possess a valid Class C Texas Driver's License.				
Preferred Education, Experience, and Qualifications: Certification from the International Association of Property and Evidence Technicians preferred. Associate's degree in Criminal Justice or a related field preferred.				
Physical Requirements: Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.				
Sedentary <input type="checkbox"/>	Light <input type="checkbox"/>	Medium <input checked="" type="checkbox"/>	Heavy <input type="checkbox"/>	Very Heavy <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.
Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.				
Frequent climbing, balancing, reaching, sitting, standing, stooping, kneeling, crouching, walking, talking, seeing, hearing, and manual dexterity. Occasional lifting and carrying up to 50 pounds.				
Machines, Tools, and Equipment: Office machines, computers, police radios, forensic laboratory tools and instruments, 35mm digital cameras, and motor vehicles				

Expected Hours of Work: Days and hours of work are Monday through Friday, 8 a.m. to 5 p.m.

Work Conditions/Environmental Factors: Work is typically performed in a standard office environment. On occasion, may work in outdoor environments with potential exposure to adverse weather conditions. Potential exposure to fumes, airborne particles, infectious diseases, and criminal suspects.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice

Employee Print Name: _____ Date: _____

Employee Signature: _____