

## **EVIDENCE TECHNICIAN**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position has primary responsibility for receiving, receipting, storing and controlling physical evidence and property in the custody of a police department. In addition, the position performs a variety of administrative activities to support law enforcement personnel and the general public, including processing criminal records, warrants and subpoenas, producing statistical reports, and maintaining equipment and records. The work is performed under the direction of a higher level police officer, and is expected to be completed with complete confidentiality.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Receives, sorts, inventories and maintains evidence and property in a secure manner in accordance with departmental and legal requirements;
2. Ensures that all evidence related documentation is complete, accurate, and in accordance with department regulations;
3. Facilitates the removal of evidence for legitimate and legal purposes;
4. Facilitates the disposition of obsolete evidence, including communicating with outside agencies and vendors;
5. Transports evidence to and from law enforcement agencies and labs;
6. Maintains and files departmental arrest records and files;
7. Facilitates the distribution and control of department arrest files for legitimate law enforcement purposes;
8. Performs administrative tasks and activities for warrants and subpoenas;
9. Processes and maintains records relating to bookings;
10. Maintains inventories relating to investigations, crime scene management, bookings and other areas;
11. Completes records and statistical reports as required;
12. May provide testimony related to evidence and property maintenance and handling.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Knowledge of the rules and procedures pertaining to evidence maintenance, storage, distribution and disposal sufficient to independently carry out such duties and to act as a resource to the department;

Knowledge of the rules and procedures for processing paperwork related to a law enforcement office, including interaction with the courts and other public agencies;

Ability to act independently and with integrity in maintaining evidence and property for a police agency;

Ability to learn and use software packages related to office work and evidence database management;

Ability to interact knowledgeably and professionally with law enforcement staff, support staff, and representatives of the courts and other agencies;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

## **EVIDENCE TECHNICIAN (Cont'd)**

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Three (3) years of full-time office work experience which included data entry and records management;  
OR: (B) One (1) year of full-time office work experience in a municipal police department which included data entry and records management;  
OR: (C) An equivalent combination of education and experience within the limits of (A) and (B) above.

### **SPECIAL REQUIREMENTS:**

1. Possession of a valid New York State Driver License for appointment and to maintain position.
2. Successful and satisfactory completion of a background investigation, including no felony convictions. Criminal convictions prior to appointment or while employed may be cause for disqualification.

Adopted: 10/20/2016