



<p>POSITION DESCRIPTION</p> <p>Evidence Technician/CSI</p> <p>FLSA Status: Non Exempt Classification: Occupational Salary Grade/Band:</p>	<p style="text-align: right;">9 June 2015</p> <p>Reports to: Duchesne County Detective Lt. Revised: _____ Human Resources Initials: _____</p>
<p>POSITION PROFILE</p> <p>Under the supervision of the Detective Lieutenant, the evidence technician is assigned to the investigation division and shall be responsible for collecting, receipting, storing, and controlling physical evidence/property in the custody for the section. This position requires technical record keeping and preparation of evidence exhibits for court presentations and related courtroom testimony. Work is performed in accordance to federal and state laws plus established policies/procedures with considerable need for independent judgement and high degree of accuracy.</p>	
<p>GOALS</p> <ul style="list-style-type: none"> • To provide safety and security of the evidence collected. • To maintain county, office and personal integrity. • To ensure proper evidence collection and processing. • To maintain complete confidentiality at all times. 	
<p>ESSENTIAL FUNCTIONS</p> <ul style="list-style-type: none"> • Receives, sorts and secures all property delivered to the evidence room/lockers; responsible for verifying property receipts to ensure accuracy. • Assists in processing evidence, including searching for, identifying, collecting and processing physical evidence. • Communicates with sworn officers, coworkers, supervisors, and the public in answering questions, processing crime scenes, explaining procedures, and handling complaints. Interacts with victims and witnesses. Instructs and/or trains others regarding crime scene processing techniques. • Arranges for or transports evidence to the State Crime Lab and the WRCFL Computer Crime Lab. • Tests and evaluates new photographic techniques and equipment. Listens and communicates via police radio. • Processes and lifts latent prints off items submitted as evidence. • Operates computer system to enter submitted items into Sheriff's Office evidence tracking system. • Accountable for security and integrity of evidence room; responsible for preserving the critical chain of evidence; testifies in court when subpoenaed. 	

- Determines appropriate and lawful disposition of property; releases property to officers, property owners, the courts and/or other agencies; releases property for sale at public auctions and or pawn shops; maintains an accurate accounting of all property transfers and releases.
- Conducts periodic audits of property inventory; corresponds with officers, county attorneys, and general public regarding disposition of property; matches stolen and lost property with property inventory.
- Prepares unreturnable items for disposal in a manner prescribed by office policies and procedures, court orders, federal laws, and state statutes.
- Handles monies submitted as evidence, safe keeping or found property. Handles noxious, toxic or hazardous materials when necessary.
- Explains evidence room and packaging procedures to new officers.
- Provides input into office policies regarding evidentiary procedures.
- Inspects, orders, maintains, stocks office equipment/supplies (within budgetary limitations) that are used for processing crime scenes and/or gathering evidence.
- Subject to on call status as needed.
- Performs related duties as business necessitates.

EDUCATION AND EXPERIENCE

- High School Diploma or equivalent;
- Must be at least 21 years of age; and
- Fingerprinting and evidence laws and procedures training.
- Bilingual Spanish desired, but not required.

LICENSE AND CERTIFICATION

- Must have a current and valid Utah Driver License;
- Must complete a thorough criminal background check.

SKILLS/ABILITIES

- Knowledge of evidence collection, procedures, techniques, and equipment.
- Knowledge of local, state and federal laws.
- Knowledge of office practices and procedures.
- Exemplify confidentiality and integrity in regards to processing physical evidence.
- Ability to problem solve.
- Attentive to detail.
- Basic computer skills.
- Ability to detect hazards to ensure a safe working environment.
- Ability to communicate effectively verbally and in writing.

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Must be able to write clearly, concisely and communicate effectively in English.
- Must be able to respond professionally to inquiries from the public and other agencies in both written and verbal formats.
- Must be able to read and understand state, federal, and local regulations governing evidence processing and other related regulations associated with governmental agencies.

REASONING ABILITY

- Ability to carry out instructions furnished in written or verbal form.
- Ability to make independent judgments requiring quick and effective decision making.

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, run, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds and move more than 50 lbs with assistance.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

HAZARDS

- Many functions of the work pose high degree of hazard uncertainty. Periodic exposure to the presence of blood borne or airborne pathogens.
- May be required to use a respirator when performing duties requiring exposure to hazardous chemicals and evidence that may be biohazardous and carcinogenic.
- Work occasionally exposes the incumbent to unknown and dangerous materials and may expose incumbent to contagious or infectious diseases or hazardous chemicals.
- Work occasionally requires the use of protective devices such as personal protective equipment.

ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.

DISCLAIMER: The above statements describe the general nature, level, and type of work performed by the incumbent assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.