

Evidence Technician



General Summary of Classification:

Strictly adheres to established chain-of-custody protocols for managing the flow of evidentiary items to and from the unit; receives and issues property and evidence from/to officers, citizens and other relevant stakeholders which includes initial entry, transactions to and from court or investigative examination or analysis, and final release or proper disposal; assists with quality assurance inspections of evidentiary items and processes to ensure there are no inconsistencies or discrepancies that may invalidate the usefulness of the item(s) in court proceedings; performs related work as required .

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Responsible for the proper handling, tagging, documentation, inventorying, custody, auditing and control of all evidentiary items and property collected by the Division of Police, including accurately tracking, updating, and reporting maintaining all evidence and property related records in Division-specific and Unit-specific databases and systems;
- Pulls stored evidence and documents to facilitate their transportation to and from the State Lab for examination and court proceedings in accordance with strict chain-of-custody protocols; prepares and maintains all related documentation;
- Provides customer services to incoming callers and in-person inquiries related to property in the custody of the Unit;
- Locates and releases property as indicated to owners, surplus, or refuse; properly disposes of unclaimed property; assists with the proper destruction of evidentiary items subject to strict state and federal reporting and disposal regulations; prepares related documentation and reports;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Thorough understanding of chain of evidence requirements and of evidence codes and laws such as State codes 46.2-1203 and 46.2-1205 providing for the disposal of vehicles, State codes 15.2-1719, 15.2-1720, and 15.2-1721 providing for the disposal of unclaimed property, State code 15.2-1720 providing for the disposal of bicycles and mopeds, State code 18.2-253 regulating for the disposal of controlled substances, State code 18.2-308.1:4 dealing with Protective Orders and Domestic Violence, limiting the release of weapons to violators of this section.
- **Technical:** Strong computer skills with ability to use computer and typical business software, proprietary software, databases and applications; utilizes a variety of division-specific and unit-specific databases, software, applications and systems to accurately create, enter and maintain data, records and reports related to the proper management of evidence in accordance with all applicable policies and directives as directed.
- **Interpersonal, Communication and Customer Service:** Excellent interpersonal and customer service skills with sound oral and written communication skills to clearly, accurately and concisely communicate information in a logical, clear and concise manner that can be easily understood by diverse audiences; ability to accurately recall and provide detailed information to internal and external stakeholders and to give accurate testimony in a court of law; routinely interacts with police personnel, other County agency personnel, other police jurisdictions, general public and other stakeholders relevant to the unit.
- **Decision-making and Authority:** Sound analytical and decision-making skills with demonstrated consistency in accurately assessing circumstances & applying applicable regulations governing the chain-of-command of various types of evidence and items to ensure the proper handling, logging, storage, checking in/out, return and destruction of items secured in the custody of the Evidence Unit.
- **Leadership:** Non-supervisory. Serves as a primary point of contact for the management of evidence and items in the custody of the Evidence Unit.
- **Environment:** Typically works indoors, works in various locations based on location of evidence collection/management.
- **Physical:** Visual and hearing acuity sufficient to safely and accurately perform all assigned duties at various duty-related locations as needed, physical ability to handle all types of evidence including heavy, dangerous and hazardous evidence

Minimum Education and Experience:

Education: Graduation from high school or equivalent, prefer completion of some relevant college-level coursework;

Experience: Previous relevant work experience in a law enforcement setting handling evidence;

OR: Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license to perform assigned duties at various locations.
- May be required to travel and work a flexible or on-call schedule.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.