

Code: 3253

Title: EVIDENCE TECHNICIAN

SUMMARY: Receives, collects, preserves, stores, and maintains chain-of-custody of property and evidence collected or received from officers, investigators or technicians.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Takes custody of property and evidence from officers, investigators or technicians under a variety of environmental and physical conditions which may include unpleasant sights and smells or adverse weather conditions:

Documents receipt, authorized transfers and disposition of all items in custody;

Catalogs, labels, tags, packages, stores and retrieves evidence and property;

Travels to departmental substations, crime scenes and laboratories to take custody and transport items of evidence;

Safely and correctly handles potentially hazardous materials encountered in performance of assigned duties;

Maintains a chain-of custody of all property and evidence received and provides access only to authorized personnel;

Grants temporary custody of property and evidence to authorized persons for laboratory testing, court appearances or other authorized purposes;

Advises law enforcement personnel, attorneys and others on procedures of evidence and authorization for release of property;

Disposes of property and evidence by release, sale or destruction after adjudication and maintains records of disposal;

Checks items received against information available on multi-agency computer information system for registered owner information;

Takes custody of and secures seized vehicles;

Testifies in court as to chain-of-custody for property and evidence;

Package and prepares evidence for shipment to owners or out-of-state laboratories;

Photographs property prior to release or destruction and completes associated paperwork.

KNOWLEDGE & SKILLS:

Knowledge of:

- . principles and practices of maintaining chain-of-custody for evidence and property;
- . record keeping procedures and filing systems in manual and automated systems;
- . principles and practices of inventory control and warehousing;
- . basic mathematics;
- . safe handling of firearms, ammunition and hazardous materials;
- . operation of computer terminals;
- . principles of still photography.

Skill in:

- . communicating effectively;
- . following oral and written instructions;
- . maintaining chain-of-custody of all evidence and property collected or presented;
- . originating and maintaining accurate records;
- . maintaining appropriate security and confidentiality of materials and information encountered in performance of duties;
- . photographing evidence and property in storage locations for release or destruction;
- . safely handling firearms, munitions and hazardous materials;
- . operating and performing operator-level servicing and maintenance of assigned vehicles;
- . preparing routine and special reports for management;

. operating a computer terminal for data entry and query functions.

MINIMUM QUALIFICATIONS:

Two years of experience as a storekeeper, warehouse worker or inventory control clerk.

OTHER REQUIREMENTS:

Licenses and Certificates: A valid Arizona Class D Driver's License is required at the time of appointment. Some positions may require special access authorization for law enforcement/courts computerized databases and communications systems.

Physical/Sensory Requirements: All positions require the ability to independently move and manipulate heavy objects; to withstand noxious odors and offensive sights; safely operate a motor vehicle; work in adverse weather conditions; work in remote or limited access areas and terrain.

Special Notice Items: All positions require satisfactory completion of a background investigation by law enforcement agencies due to need for access to law enforcement, corrections and courts facilities, property, and associated confidential information, documents, databases and evidentiary materials. Department of Labor regulation CFR Part 1910.1030 requires notification that this classification may have a moderate risk of exposure to blood-borne pathogens. Hepatitis B vaccine, training and personal protective equipment will be provided.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Revised 07/21/96
Updated 09/27/98(fn)