

Code: 3255

Title: LEAD EVIDENCE TECHNICIAN

SUMMARY: Leads and participates in receiving, collection, preservation, cataloging, storage and maintaining the 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.)

Oversees the handling, security and disposal of property and physical evidence used in investigation and criminal prosecutions;
Plans work schedules, assigns and evaluates work of, and trains property and evidence staff;
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;
Reviews and documents receipt, authorized transfers and dispositions 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;
Maintains a chain-of-custody of all property and evidence received and provides access only to authorized personnel;
Obtains legal authorization for disposal or release of property and evidence in cases which have been cleared, and prepares lists of property for auction;
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;
Instructs law enforcement and civilian personnel in documentation and preservation of evidence;
Disposes of property and evidence by release, sale or destruction after adjudication and maintains records of disposal;
Participates in development and implementation of new and revised work procedures for work unit, and development/maintenance of automated records systems to maintain chain-of custody, catalogs, location and disposition of property and evidence;
Reviews security controls and alarms at primary and alternative property storage locations;
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;
Packages and prepares evidence for shipment to owners or out-of-state laboratories;
Photographs property prior to release or destruction and completes associated paperwork;
Reviews and researches current or new legislation pertaining to evidentiary procedures.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of maintaining chain-of-custody for evidence and property;
- principles and practices of employee supervision, training and evaluation;
- principles and practices of planning and assigning work;
- record keeping procedures and filing 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;
- assigning work and providing oral and written instructions;
- developing and implementing new or revised operating procedures;
- maintaining chain-of-custody of all evidence and property collected or presented;
- originating, reviewing and maintaining accurate manual and automated records;
- maintaining security and confidentiality of materials and information encountered in performance of duties;
- photographing evidence and property in storage locations for release or destruction n;
- safely handling firearms, munitions and hazardous materials;
- operating and performing operator-level servicing and maintenance of assigned vehicles;
- preparing routing and special reports for management;
- operating a computer terminal for data entry and query functions.

MINIMUM QUALIFICATIONS:

(1) Three years of experience as a storekeeper, warehouse worker, or inventory control clerk.

OR

(2) One year of experience with Pima County as an Evidence Technician.

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.

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 court facilities, property, and associated confidential information, documents, databases, communications and evidentiary materials. Department of Labor regulation CFR Part 1910.1030 requires notification that this category may have a moderate risk of exposure to blood-borne pathogens. Hepatitis B vaccine, training and personal protective equipment will be provided.

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.

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.