

CLASS SPECIFICATION



CLASS: Evidence Technician
ALLOCATION: Sheriff's Department
FLSA STATUS: Non-Exempt
UNION AFFILIATION: DSA

ESTABLISHED: Prior to 1990
REVISED: March 2022

JOB SUMMARY:

Performs technical work related to the collection, processing, analysis, preservation and disposition of crime scene evidence and other types of property; performs related work as assigned.

CLASS CHARACTERISTICS:

This is a specialized class performing a variety of duties related to investigation and property and evidence collection, documentation, processing, analysis, storage and disposal. The incumbent processes and maintains detailed records regarding the chain of custody and property held and destroys or disposes of obsolete or unclaimed items in accordance with County, state and federal rules and regulations.

EXAMPLES OF DUTIES:

Essential:

- Collects and receives evidence and property and issues receipts; logs in items; categorizes and stores evidence and property, following standard procedures.
- Complies with requests of the District Attorney, Public Defender, the Court and private attorney's requests for the processing of evidence; delivers items for analysts to criminalistic laboratories as assigned.
- Performs drug screening on seized controlled substance evidence items to determine the presence of drugs; prepares reports of results.
- Researches the disposition of cases; locates owners and releases property to the rightful owner after obtaining proper authorization for release.
- Disposes of property and evidence in accordance with state, County and departmental rules and regulations; acts as the Sheriff's representative in the destruction of narcotics.
- Testifies in court regarding chain of custody and evidence and property records.
- Photographs evidence; develops and prints photographs and makes enlargements as requested.
- Prepares detailed records of evidence inventory; catalogs and maintains continuous property record; maintains storage area in a clean and orderly condition.
- Prepares periodic reports related to property stored, including unclaimed property, disposal of property and property available for auction.
- Documents controlled substances and weapons for destruction; conducts annual destruction per Department of Justice policy.
- Coordinates the disposal, sale or auction of property.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- May train others in work procedures or direct the work of others on a project or relief basis.
- Performs standard office support duties and data entry tasks.
- Uses standard office equipment, including a computer, in the course of the work; drives a personal/ or County motor vehicle to reach evidence sites.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and methods of receiving, storing and performing inventories of property and evidence.
- Safety principles and practices related to the handling of narcotics, weapons and hazardous substances.
- Methods and practices of civilian law enforcement support work.
- Applicable laws, procedures and regulations.
- Computer applications related to the work.

- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Business English.
- Record keeping and inventory principles and practices.
- Techniques for dealing with the public, in person and over the telephone, occasionally where relations may be confrontational or strained.
- Basic photographic and film development techniques.

Skill in:

- Receiving, documenting and storing an inventory of property and evidence.
- Organizing and maintaining accurate evidence records to maintain the chain of custody.
- Operating computer terminal keyboards to enter and query information.
- Preparing, maintaining, filing and indexing a variety of records and other written materials.
- Interpreting, applying and explaining a variety of ordinances, rules and regulations.
- Exercising sound independent judgment within established procedural guidelines.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, occasionally where relations may be confrontational or strained.

Ability to:

- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification.
- Communicate effectively verbally and in writing.
- Organize work, schedule and coordinate projects; set priorities; meet deadlines and maintain composure when working under pressure.
- Comply with County, department, and division policies, procedures and regulations.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle.
- Strength to lift boxes weighing up to fifty pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- May work an alternate shift (e.g. off-hours and/or weekend work shift).
- Work in situations which involve emergencies and may be stressful.
- Work with exposure to potentially hazardous substances.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- Must successfully complete an extensive and thorough background investigation, which may include Live Scan fingerprinting prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

Any combination of education and experience which provides the required knowledge and skills is acceptable; a typical way of gaining the knowledge and skills is outline below.

MINIMUM: Equivalent to completion of two years of college (60 semester units) with major course work in criminal justice, law enforcement, administration of justice or a field related to the work OR possession of an AA degree in a related field; AND one (1) year of technical civilian law enforcement experience or maintaining a detailed inventory database. Additional related experience (as determined above) may be substituted for education on a 1 month of experience for 1.25 semester unit basis up to a maximum of two years.

PREFERRED: In addition to the minimum, up to four (4) additional years of experience of technical civilian law enforcement experience.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Approval: Department Head

Human Resources Approval: Analyst

Date:

Date:

Signature: _____

Signature: _____

EEOC: E
WC: 9410

Established: Prior to 1990
Revised: January 2006