



# CITY OF POCATELLO CLASSIFICATION SPECIFICATION

## ***Evidence Technician***

Department: Police  
Date Established: 3/2014

Reports to: Lieutenant  
Date Revised: 12/2017

Pay Grade: H08  
FLSA Status: Non-Exempt

### **CLASSIFICATION SUMMARY**

The Evidence Technician responds to crime scenes and processes evidence and/or takes photos. The job also performs the duties of evidence custodian, securely maintaining the City Police Department's evidence and property storage facility. The job is responsible for maintaining accurate and legally defensible evidence chain of custody records and documentation.

The job requires attention to detail and knowledge of statutes governing the collection, storage, and use of evidence. It requires knowledge of court procedures and legal terminology. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is an office, outdoor, and crime scene environment that includes exposure to adverse weather conditions and hazardous substances, including body fluids. The noise level is generally moderate.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)***

Responds to crime scenes to collect and process evidence. Documents crime scenes including, but not limited to, videotaping, photographing, making and recording measurements, preparing sketches and drawings, obtaining fingerprints and/or DNA evidence, and collecting and processing physical evidence. Destroys evidence following adjudication dates, following Department and legal protocols and procedures.

Performs the duties of evidence custodian, maintaining the City Police Department's evidence and property storage facility. Maintains accurate and legally defensible evidence chain of custody records and documentation. Maintains records, logs, and documentation on evidence and its related cases, including court and adjudication dates. Releases evidence to owners or others with a properly documented claim.

Makes copies of CDs, DVDs, videotapes, and related audio and video evidence from investigating officers. Fingerprints persons, as needed. Collects DNA samples and sends DNA and drug samples to laboratories for testing. Attends and photographs autopsies, as needed.

Assists in training officers and investigators in crime scene processing.

Participates in community education and outreach programs.

Maintains confidentiality of crime and investigative information and records.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

### **CLASSIFICATION REQUIREMENTS**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

**Knowledge of:**

- Methods, procedures, and objectives of crime scene investigation;
- Methods, procedures, and objectives of evidence preservation and documentation to maintain legal chain of custody status;
- State, federal, and other applicable laws, statutes, and requirements governing the collection, processing, and preservation of evidence;
- Department policies and procedures governing the collection, processing, and preservation of evidence;
- Court proceedings and legal terminology;
- Operation of recording equipment, specialized processing equipment, and chemicals used in processing and recording crime scenes;
- Operation of office equipment including a personal computer and job-related software applications;
- Federal regulations and City policies regarding safe work practices.

**Skill and Ability to:**

- Respond to crime scenes to collect and process evidence;
- Document crime scenes;
- Attend and photograph autopsies, as needed;
- Securely maintain the City Police Department's evidence and property storage facility;
- Maintain accurate and legally defensible evidence chain of custody records and documentation;
- Maintain records, logs, and documentation on evidence and its related cases;
- Make copies of CDs, DVDs, videotapes, and related audio and video evidence from investigating officers;
- Fingerprint persons, as needed;
- Collect DNA samples and send DNA and drug samples to laboratories for testing;
- Participate in community education and outreach programs;
- Maintain confidentiality of crime and investigative information and records;
- Operate recording equipment, specialized processing equipment, and chemicals used in processing and recording crime scenes;
- Operate a motor vehicle;
- Operate a two-way radio;
- Operate office equipment including a personal computer and job-related software applications;
- Perform duties accurately and efficiently under time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other city employees, and the public;
- Maintain a professional demeanor at all times, including in situations that are stressful;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

**ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS**

- High school diploma or GED required;
- Associates degree or training in criminology, crime scene processing, or a related field is preferred;
- Idaho state driver's license required;
- Successful completion of Police Department background check, CVSA and drug screening is required;
- One (1) to two (2) years' experience law enforcement preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

### **PHYSICAL REQUIREMENTS**

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials, keyboard or type, reach with hands and arms, operate job-related equipment, and operate a motor vehicle. The employee must occasionally lift and/or move up to 50 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.