

PROPERTY/EVIDENCE TECHNICIAN (Non-Sworn Position)

DEFINITION

Under general direction to identify, document, collect, preserve, catalog, store and transport photographic and physical evidence critical to crime scene investigations; and to perform related work.

DISTINGUISHING CHARACTERISTICS

Forensic Evidence Technician is a technical class allocated only to the Sheriff. Under the direction of a supervisor, this class is responsible for the identification, documentation, collection, preservation and transportation of physical evidence from crime scene investigations and autopsies. This class also performs crime scene documentation, fingerprint processing and photography work. This class also catalogs, stores and processes evidence in the sheriff's evidence repository.

REPORTS TO

Commander, sergeant or deputy

CLASSIFICATION SUPERVISED

None

EXAMPLES OF DUTIES

Prepares and documents crime scenes using sketches, reports of activities and photo logs; collects, preserves and transports physical evidence from crime scene investigations and autopsies which includes latent fingerprints, trace evidence, serological evidence, narcotics, firearms, and tool marks; documents crime scenes using 35mm and/or video cameras and a variety of different photographic films and/or digital techniques; examines items of evidence in the field and in the laboratory for latent fingerprints and trace evidence using a combination of laser techniques, print powders and chemicals (i.e. fluorescein); performs data entry of firearms and fingerprint data into a computerized data system; attends medical legal autopsies for the Coroner's Office to collect photographic and physical evidence; receives property and evidence and issues receipts; categorizes and stores property which has been found or turned in as evidence; disposes of property and evidence in accordance with state, county or departmental rules and regulations; acts as the Sheriff's representative in the destruction of narcotics; locates owners and releases property to rightful owner after ensuring proper authorization for release; testifies in court regarding chain of custody and property records; prepares detailed records of evidence inventory and maintains orderly appearance of property file area; catalogs and maintains continuous property inventory record; prepares periodic reports related to property

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stored, including disposal of property, unclaimed property and property available for auction; coordinates the review of inventory items by departmental staff and outside agencies;

coordinates the disposal, sale or auction of property with county; confers with representatives of the county, District Attorney and others regarding the disposition of property; assists with special projects related to the maintenance and handling of property and evidence, including monitoring and implementing changes to laws and regulations; appears in court as an expert witness regarding collected and processed physical evidence; collects evidence off of dead bodies and photographs all aspects of the body necessary for investigation; prepares court displays; and researches and evaluates new technical developments in crime scene processing and crime laboratory evidence handling and analysis; travels to crime scenes throughout the county and out-of-the county for special investigations; takes photographs of crime scenes from helicopter/aircraft, operates vehicles owned by the county.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods in one position; frequently stand, walk, and climb stairs and ladders; walk on sloped, slippery, and/or uneven surfaces; may work at high elevations and during adverse weather conditions; ability to stoop, kneel, or bend to pick up or move objects weighing in excess of 100 pounds; crawl through various areas moving on hands and knees; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Evidence identification, documentation, collection, preservation and transportation procedures and techniques.
- Fingerprint classification systems and equipment and development technologies
- Investigation policies and procedures used by law enforcement
- Local, state and federal laws/policies regarding the collection, preservation and transportation of evidence
- Photographic techniques, equipment, materials and development methods, conventional and digital.
- The general topography of Amador County

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- Computer knowledge, typing skills, and ability to use programs such as Windows, Word, etc.

Ability to:

- Operate various types of photographic equipment
- Determine the appropriate analytical tests needed for the evaluation of evidence
- Operate computers for preparation of sketches, reports and evidence/photo logs and data entry of fingerprint and/or firearms evidence
- Prepare clear and concise reports
- Establish and maintain cooperative working relationships with county staff and outside law enforcement agencies
- Communicate effectively both orally and in writing

EDUCATION/EXPERIENCE

- Must possess high school diploma or GED
- Education, training and/or experience which clearly demonstrate the possession of the knowledge and skills stated above. Examples of such education and experience are:
 1. Associate of Science degree and a community college certificate in Evidence Technology or equivalent; OR;
 2. One (1) year of experience in the identification, documentation, collection, preservation and transportation of physical evidence which must include fingerprinting processing, OR;
 3. Two (2) years of full time experience as an Evidence Technician in a law enforcement agency.

SPECIAL REQUIREMENTS

A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment.