



Property and Evidence Technician/Crime Scene Technician

Department: **Police** Class Code: **18**
Reports to: **Detective Sergeant** FLSA Status: **Non-Exempt**

GENERAL PURPOSE: Under general supervision, provides various staff support services to the Town Police Department.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Receives items of evidence collected by police officers, checks inventories and logs of evidence to store all items in an orderly manner for quick retrieval, preserving the chain of custody and evidentiary integrity.
- Maintains the integrity of evidence by documenting the chain of evidence properly and storing and preserving evidence by department and court standards, testifies in court as necessary regarding the chain of evidence and integrity of property storage/retrieval.
- Prepares paperwork and transports property to other agencies and crime labs by responsibly driving Town vehicles; lifting and loading property to maintain integrity and prevent damage; and being familiar with outlying facilities and analysis labs.
- Distributes property. Prepares distribution of property by obtaining proper disposition through the courts or Town policy, determining if property can be sold at auction or needs to be destroyed, and releases and transports property to appropriate destruction sites or approved auction locations.
- Packages evidence including: tagging and marking property received and entering into the computerized property inventory; packaging property/evidence properly based on state and department guidelines, including receiving, storing, and logging money, narcotics, and firearms and other items of a sensitive nature in an appropriate manner to ensure security and preserve integrity.
- Responds to inquiries regarding property in a professional and polite manner including: responding to officers upon request for property or evidence in person or by computer; responding to citizens regarding property in department custody; following proper procedures when releasing property to maintain chain of evidence and document property return. Answers/responds to citizen inquiries and complaints over the telephone and in person regarding the release and/or disposition of property.

- Instruct and train new personnel assigned to the Police Department; conduct both formal and informal property function training for recruits, as needed, and as continuing education.
- Additional job duties will be as a Crime Scene Technician. As such, the employee will assist the Detectives in processing major crime scenes, as well as be a resource to Patrol. A Crime Scene Technician works on the scene of a crime, collecting and preserving potential evidence, taking notes, photographing, searching, packaging, and transporting evidence, and will also assist the case detective with re-creating the crime scene. They must respond to subpoenas for trials, hearings and depositions to give testimony regarding legal cases associated with the crime scene and/or duties performed in the processing of said crime scene.
- Other duties as assigned

MINIMUM QUALIFICATIONS:

Education and Experience:

Must be 18 years of age. High school diploma or equivalent and one year of staff support experience in law enforcement investigations and crime scene investigations, or an equivalent combination of education, training and experience. Required to pass a criminal background check and polygraph exam.

Required Licenses or Certifications:

ACJIS certification within 6 months of hire.

Possess a valid State of Arizona driver's license.

Required Knowledge of:

- Police Department administrative processes and procedures.
- Town, county, state and federal laws, regulations and ordinances.
- Criminal justice and court systems, procedures and protocols.
- Civil court procedures.
- Principles and practices of evidence collection and preservation.
- Crime scene processing techniques
- Law enforcement principles, practices, procedures, techniques and equipment.
- Records management principles and practices.
- Modern office management principles, practices and methods.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Type 30 WPM or more.
- Speak in public forums.
- Work effectively with other law enforcement agencies and organizations.

- Utilize the ACJIS for criminal and motor vehicle checks.
- Effectively apply mediation techniques and methods.
- Administer laws and regulations, make decisions, maintain composure, and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business software.
- Operate a digital camera

Physical Demands / Work Environment:

- Work is performed in both indoor and outdoor work environments. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 50 pounds. Potential exposure to moving vehicles. May be exposed to potentially violent individuals. May be exposed to infectious diseases. May be exposed to hazardous chemicals. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Core Values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
	3/21/2016			18	Non-exempt	

APPROVED: _____

DATE: _____