



CLASS SPECIFICATION

Class Title: Evidence Technician
Department: Sheriff
FLSA: Non-Exempt

Class Code: 683
Eff. Date: 9/9/19
Grade: 15
Revised: New

GENERAL PURPOSE

Under the general supervision of the Crime Lab Sergeant, performs routine laboratory evidence technician duties to include securing, storing and disposing of evidence according to State and Federal laws and department procedures. This position accurately documents transactions involving evidence receipt, disposition, inventory, and destruction.

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

Coordinates the ANSI-ASQ national Accreditation Board (ANAB) accreditation for the Davis County Sheriff's Office FSU (Forensic Services Unit) crime lab; acts as a quality manager for the DCSO FSU Crime Lab by leading the quality assurance program to support the organization's mission and values, ensuring all standards are met to maintain accreditation.

Receives, sorts, and secures property delivered to the Property and Evidence room; researches lost and found property and determines if releases of property are appropriate to property owners, courts, and/or other agencies; releases property for sale at public auctions; maintains an accurate accounting of all property transfers and releases.

Assists laboratory personnel with inventory, disposition, and destruction of evidence stored in the laboratory vaults; testifies in court when subpoenaed regarding evidentiary chain of evidence; records all evidentiary transitions; inputs, searches, and retrieves data pertaining to seized evidence, audits property inventory, and makes deposits of money taken into evidence.

Operates various computer systems, including Spillman, to enter submitted items into the Spillman Evidence Program.

Conducts periodic audits of property inventory; maintains security and integrity of evidence room; preserves the critical chain of evidence; monitors laboratory practices and conducts audits as needed.

Reviews reports from officers to verify disposition of evidence.

Develops, implements, maintains, and improves required manuals to maintain ANAB accreditation; organizes all forms used to document FSU activities in accordance with

ANAB standards.

Assists chemists and other laboratory personnel with crime scene investigations when necessary.

Provides evidence protocol, policies and procedures training to Sheriff's Office personnel and other agencies consistent with DCSO policy and Federal and State ordinances; coordinates training and coaching of FSU staff to facilitate understanding of accreditation standards and requirements.

Performs property and evidence quality assurance checks of Sheriff's Office personnel.

Performs general maintenance and troubleshooting activities within the Crime Laboratory Sections. Handles the majority of supply and chemical ordering and maintains supply order records.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High School graduation or the equivalent. Must have a minimum of one (1) year of full-time experience in a related position performing similar tasks such as recording data, bar coding items, conducting inventory audits, and receiving and filing samples for analysis.

A combination of education and related experience may be considered.

Preference for experience in a law enforcement environment handling evidence.

2. Special Qualifications:

Must be certified, or become certified within three (3) months of hire, as a Property and Evidence Technician through the International Association of Property and Evidence (IAPE).

Must pass a criminal history background investigation.

Must be able to obtain and maintain BCI access within three (3) months of hire date.

Must possess a valid driver license; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on County business must maintain the minimum vehicle liability insurance as specified in Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: basic laboratory procedures; chain of evidence procedures; standards related to ANAB accreditation; property disposition and release protocols; computer software including Microsoft suite and Spillman.

Skill in: operating a computer; this position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: interpret and follow technical instructions; exercise sound independent judgment; organize and prioritize work based upon concepts and directions from the Crime Lab Sergeant or designee; work independently with minimal supervision; diagnose and solve complex problems; compose formal documents, reports and user manuals; communicate effectively verbally and in writing; work with sensitive materials and maintain confidentiality; remain calm under pressure of court testimony as needed; establish and maintain effective working relationships with department personnel; operate a computer utilizing database software for data entry and retrieval; lift and handle potentially large and heavy items of physical evidence, chemical supplies and laboratory equipment weighing up to forty (40) pounds in the routine performance of duties.