

EVIDENCE TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for collecting, receiving, sorting, storing, and securing, while maintaining the integrity of, all physical evidence/property in the custody of the Office of the Sheriff. The incumbent preserves evidence used in investigating and/ or prosecuting crimes. Work is performed in accordance with federal and state laws and established policies/procedures with considerable leeway for the use of independent judgment and a high degree of accuracy. The Evidence Technician works under the general supervision of the Deputy Sheriff-Captain or other ranking officer, and the investigating officer at the scene of a crime or accident. Supervision is not a responsibility of this position. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Receives, documents, stores, and ensures proper custody and control of physical evidence/ property in the custody of the Office of the Sheriff;

Processes and evaluates physical evidence; arranges for or transports evidence for analysis;

Photographs, documents and processes crime scenes, accident scenes and any other incident deemed necessary by a supervisor;

Collects and preserves evidence from the scene of the crime; casts tire and footprints; measures and diagrams crime scene;

Recognizes latent prints of value, identifying distinguishing features; compares latent prints with inked prints;

Fingerprints victims or others who were at the crime scene;

Maintains manual and computerized records including chain of custody documents, property receipts, and related records; assists with archiving and maintaining all digital images; enters and maintains all information received;

Prepares evidence and court exhibits, and testifies in court as required under subpoena;

Prepares items for auction;

Maintains property room(s) and determines appropriate and lawful storage and disposition of evidence/property;

Writes brief, factual reports;

EVIDENCE TECHNICIAN-CONT'D

Trains department staff on the proper collection, packaging and submission of evidence and property; updates written policies and procedures as needed;

Inspects, orders, maintains, equipment/supplies (within budgetary limitations) that are used for processing crime scenes and/or gathering evidence;

Performs all work in accordance with departmental policies, and state and federal regulations.

Transports evidence to court and arranges the proper destruction of evidence when required;

Empties Medication Drop Boxes;

Arranges drug destruction with the Drug Enforcement Agency (DEA);

Responsible for conducting inventory and audit of the evidence locker when required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of what constitutes evidence: where to look for it; how to collect, preserve and process it;

Thorough knowledge of Federal/State laws regarding search and seizure of physical evidence;

Thorough knowledge of fingerprint classification and how to collect latent and inked prints;

Thorough knowledge of photography, and special photographic effects;

Thorough knowledge in the safety procedures required in the handling of firearms;

Good knowledge of casting techniques;

Skill in interviewing and observing details;

Ability to develop and maintain effective working relationships;

Ability to recognize and analyze circumstances contributing to an accident or criminal investigation;

Ability to serve as expert witness;

Ability to communicate clearly, confidently, and tactfully to gather and explain information, both orally and in writing;

Ability and willingness to work in the presence of unpleasant sights and odors;

Ability to use self control and restraint in critical or tense situations;

Ability to climb stairs, ladders, fire escapes;

Ability to lift or move heavy objects;

Ability to use powders and chemicals, and equipment;

EVIDENCE TECHNICIAN-CONT'D

Ability to use computers and computer aided technology;
Ability to analyze and organize information, data, and evidence, and to prepare complete and accurate records and reports;
Ability to use basic arithmetic functions;
Ability to work independently, without direct supervision;
Ability to lift, push, pull, and carry evidence;
Ability to maintain confidentiality regarding investigations, and the corresponding evidence;
Commitment;
Initiative.

MINIMUM QUALIFICATIONS:

A) Two years of experience receiving, handling, and processing physical evidence from criminal investigations of a law enforcement agency; OR

B) Two years of experience supervising the receipt, handling, and processing of physical evidence from criminal investigations of a law enforcement agency.

SPECIAL REQUIREMENT:

Possession of a valid New York State Class D driver's license.