

EVIDENCE AND FORENSIC SPECIALIST

CLASS NO. 924

EEOC CATEGORY: Admin. Support

PAY GROUP: 11

FLSA: Nonexempt

SUMMARY OF POSITION:

Under the general supervision of the Investigations Lieutenant, the Evidence and Forensic Specialist uses independent judgment and knowledge in following standardized principles, practices and procedures in collecting, receiving, storing, and releasing evidence. The specialist must also follow standardized procedures and practices in legally disposing items of evidence and property.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Criminal Investigations Lieutenant
2. Directs: This is a non-supervisory position
3. Other: Works with other departmental employees and members of the general public.

EXAMPLES OF WORK:

Essential Job Functions*

Prepares, maintains, documents, processes and/or disposes of evidence. Prepares and maintains bio-hazard evidence.

Maintains, investigates, and/or resolves lost and found property and reports.

Performs evidence collection using approved methods, photographs evidence, crime scenes and assists in criminal investigations. Testifies in court as needed.

Researches, locates, and returns property to appropriate personnel and/or owner

Assists in training police personnel in proper evidence collection techniques and procedures. Reviews and amends policies and procedures as needed.

Assigns lab numbers and storage locations to evidence and/or stored property. Performs inventory control, develops evidence statistics, and ensures that the agency remains in compliance with property and evidence professional standards.

Understanding of pertinent Federal, State, and local laws, and Codes related to property retention and destruction.

Other Important Duties*

Performs routine safety checks of equipment and forensic vehicles;

Performs destruction of designated property, transports property for destruction;

Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: laws, rules and regulations related to property and evidence collection, storage, and maintenance.

Knowledge of customer service methods and deliver;

Knowledge of: computers and related equipment, hardware and software for multiple database entry, storage, retrieval, research and statistical information.

Ability to: communicate effectively both orally and in writing; work with the general public; keep accurate records; and operate a computer.

Ability to: work with confidential data and maintain such confidence, and prioritize work assignments.

Ability to: maintain an effective working relationship with other municipal employees, departmental officials, other police agencies, and the general public.

Skill in: planning and implementing departmental procedures and objectives;

Skill in: identifying, collecting and preserving evidence to be used in criminal proceedings

ACCEPTABLE EXPERIENCE AND TRAINING:

High school graduation, plus two years of related experience; Bachelor degree with classes related to forensics preferred

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED:

Must possess a current driver's license;

ENVIRONMENTAL FACTORS AND CONDITIONS/ PHYSICAL REQUIREMENTS:

* for the purpose of compliance with the Americans With Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

CLASS NO. 919 *(Continued)*

Work is performed in both the field and office environment; subject to adverse outdoor weather conditions

May be subject to repetitive motion such as typing; data entry and vision to monitor

May be subject to bending, reaching, kneeling, and lifting such as retrieving or replacing records of files or boxes of files.

Must be able to occasionally lift up to 25 lbs.