



Job Title	Senior Evidence Technician	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	5	Job Code	16652

Class Specification – Senior Evidence Technician

Summary Statement:	
<p>The purpose of this position is to collect and manage evidence, digital evidence, property, and items scheduled for destruction. This is accomplished by collecting evidence; verifying information; transporting items; and completing storage requirements. May include managing and facilitating digital video evidence and records received at the Police Department through the Body Worn Camera Program. Other duties include evidence inventory management, case status research, and coordinating presentations and training; disposing of items; training new employees; and testifying in court. Responsible for assisting the Evidence Supervisor with span of control of the evidence technicians including training, input on evaluations, CALEA requirements, and serve as the acting supervisor as needed.</p>	
Essential Functions	Note: Regular and predictable attendance in the performance of this job is an essential function.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Oversees the training of evidence technicians and volunteers including scheduling; responds to subpoenas; CALEA preparation and documentation; audits and inspects the Evidence Unit; assists with supplies and processes Visa reconciliation; develops training and tutorials for police personnel; updates training and policy manuals; assists with employee evaluations; and assists with budget preparation.
20%	Manages evidence, digital evidence inventory, storage of inventory, transporting items to department personnel and outside agencies for testing, and court presentations; verifies firearms are safe; packages special items; and demonstrates proper protective handling procedures.
10%	Works with customers by answering the phones and responding to requests and inquiries; schedules and prepares for appointments for property and evidence releases; enters data; provides technical support to outside agencies; and schedules viewings of evidence.



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10%	Researches cases for evidence and property disposition by researching information; contacts customers; reviews databases; verifies legal and policy guidelines; completes forms; and assists with the court notification process.
10%	Completes disposition process by researching case reports; contacts officers; identifies owners; moves property; reviews and releases digital evidence; complies with health and safety guidelines; and schedules destruction.
10%	Redacts digital video and audio files using video management software; releases video/audio files to outside requestors; and ensures digital files comply with records release laws and policies. Assists with oversight of digital evidence position/ policies and employees.

Competencies Required:	
Human Collaboration Skills:	Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Reading:	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math:	Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Writing:	Intermediate - Ability to write reports, prepares business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:	
Skilled in a Technical Field:	Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.



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Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED).

Experience: Three years of full-time Evidence Technician experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

National Crime Information Center (NCIC) Certification	Within 3 months of start date
Colorado Crime Information Center (CCIC) Certification	Within 3 months of start date
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised:
 Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary action and work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these tasks.

Supervision Received:
 Receives Direction: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

Fiscal Responsibility:
 The job title prepares accounting, budget, employment actions, purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

Physical Demands:
 Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.



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Environmental Conditions	Frequency
Primary Work Environment	Office with some outside
Extreme Temperature	Seasonally
Wetness and Humidity	Several times a month
Respiratory Hazards	Daily
Noise and Vibrations	Several times a week
Physical Hazards	Seasonally
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Frequently

Machines, Tools, Equipment, and Work Aids:

Telephone, fax, copier, scanner, fork lift, hand held scanner, label maker, city vehicle, shredder, assorted hand tools, shop vacuum, assorted cleaning supplies, hand dollies, ladders, step stool, rolling and shopping carts, and moveable storage racks.

Specialized Computer Equipment and Software:

Microsoft Office, multiple databases, evidence tracking software, records management systems, court data systems, and National Crime Information Center (NCIC).

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: February 2016