



# EVIDENCE TECHNICIAN

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## JOB DESCRIPTION

<b>Department:</b> Police	<b>Division:</b> Services
<b>Work Location:</b> Urbana City Building	<b>Percent Time:</b> 100%
<b>Job Type:</b> Civil Service	<b>FLSA Status:</b> Non-Exempt
<b>Reports To:</b> Criminal Investigation Section Commander	<b>Union:</b> AFSCME

**JOB SUMMARY:** Responsible for receiving, examination, securing, maintaining and retrieval of property and material (including contraband and drugs) identified as evidence of criminal conduct; maintenance of photographs, digital images, and video to be used in the arrest and prosecution of individuals charged with violating Federal and State law; responsible for the secure storage and processing of property seized by Police Officers.

### ESSENTIAL FUNCTIONS

- Receives, processes and securely stores evidence collected by Police Officers and the public.
- Processes evidence and manually enters information into a computer.
- Securely maintains, accurately records and properly handles evidence for police, crime laboratory or court examination.
- Sends and receives evidence and reports to State, Federal and other designated crime labs
- Travels to crime labs to hand deliver and receive evidence for processing
- Receives, processes and distributes crime lab reports
- Returns, by U.S. Mail or in person, evidence to rightful owner upon release by the Court or other lawful authority
- Prepares packages for both evidentiary and non-evidentiary shipping
- Regularly checks the status of criminal cases through computer databases and contacts the State's Attorney and Circuit Clerk's Office for the proper disposition of evidence
- Disposes of biohazard, controlled substances and other hazardous materials in a legal and safe fashion
- Receives and processes lost and found property from Police Officers and the public
- Enters and updates computerized records of evidence and maintains proper chain-of-custody

- Downloads and stores all digital photographs to computer, and distributes photographs for attorneys and court proceedings
- Distributes digital photographs
- Maintains inventory of evidence processing supplies
- Maintains and insures that evidence equipment is in proper working condition, and insures the evidence processing area is clean and organized
- Maintains the evidence property room and insures that all evidence is properly stored in conjunction with department storage procedures and all evidence computerized records
- Maintains all video and distributes videos for attorneys and court proceedings
- May be assigned to department front desk duties during absence of the Police Services Representatives
- Assist in Neighborhood Watch and public and community relations programs
- Fingerprints individuals for AFIS elimination purposes, background checks and other purposes
- Testifies in various court proceedings; delivers evidence to the State's Attorney for examination and criminal trial purposes
- Works with State and Federal agencies to trace seized weapons pursuant to Illinois and Federal law
- Registers sex offenders pursuant to the Illinois Sex Offender Registration Act
- Maintains surplus City property and other items for the annual City auction; this includes inventory, storage and working with Public Works employees
- Performs other related duties as assigned

#### **JOB REQUIREMENTS:**

##### **Education & Experience**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- High school diploma, G.E.D. or equivalent.
- Prior experience in a law enforcement agency preferred

##### **Knowledge of:**

- Basic filing systems.
- Basic terminology used in law enforcement
- Working knowledge of Federal/State laws regarding search and seizure of physical evidence.
- Working knowledge of fingerprinting and other procedures/techniques used to collect and preserve physical evidence of crime scene investigations.

##### **Skills**

- Considerable knowledge of fingerprinting and evidence laws and procedures.
- Skill to develop and maintain working relationships with department personnel, other law enforcement and government agencies, crime labs, and State's Attorneys.

### **Ability to**

- Read and comprehend assigned work through written and verbal instructions.
- Learn the proper and safe handling of firearms and other forms and types of dangerous and deadly weapons.
- Prepare accurate and complete reports.
- Work without direct supervision and exercise initiative.
- Maintain confidentiality of investigations and corresponding involved evidence.
- Work without direct supervision and exercise initiative.
- Use computer keyboard and perform accurate data entry at a rate of 300 keystrokes/minute and 95% accuracy
- Testify in court hearings.

### **Competencies**

- **Integrity/Honesty** - Displays high standards of ethical conduct and understand the impact of violating these standards on organization, self, and others; chooses an ethical course of action; is trustworthy.
- **Customer Service** - Works and communicates with clients and customers to satisfy their expectation. Committed to quality services.
- **Interpersonal Skills** - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.
- **Conscientiousness** - Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.
- **Technical Competence** - Knowledge of how to perform one's job. Refers to specialized knowledge that is acquired through formal training or extensive job experience, e.g., knowledge of the criminal justice system sufficient to be able to maintain the proper chain of custody for evidence.

### **Licenses, Certifications and Memberships Required**

- Obtain LEADS certification
- Must possess a valid State of Illinois Class D driver's license (or obtain within 3 weeks of employment) and a safe driving record.

### **General**

- Must be at least 21 years of age at time of appointment
- Must successfully pass background check by Police Department
- Must successfully pass pre-placement psychological examination
- Must be bondable

**RESPONSIBLE FOR:**

- Maintenance of evidence processing equipment and records
- Safekeeping of valuable property in evidence room
- Maintaining proper chain-of-custody and evidence records
- Obtaining elimination fingerprints
- Transporting evidence to the appropriate crime lab

**CONTACTS:**

- Regular contact with Police Officers, State's Attorneys and private attorneys, and the public.

**WORK ENVIRONMENT:**

- Works in standard office and evidence storage room.
- Moderate lifting of 30 pounds on a regular basis
- Occasional handling of potentially deadly weapons
- Occasional handling of items containing body fluids and other biohazardous material
- Handling of controlled substances
- Possible exposure to disease-bearing specimens, odorous chemicals and specimens, blood borne diseases, infections and contagious diseases, and subject to burns and cuts.

**Level of Supervision Received and Quality Review:**

- Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

**Level of Supervision Exercised:**

- This is a non-supervisory position.

**Class Specification History**

- General revision: 11/20/2015
- General revision: 4/19/2000 (Tim Fitzpatrick and Ron Gremore)

*For HR/Finance Use*

<b>Title Code</b> 067	<b>Pay Grade</b> 35
<b>EEO Category</b> 3 – Technician	