

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: SHERIFF EVIDENCE TECHNICIAN
DEPARTMENT: SHERIFF
REPORTS TO: SHERIFF'S EVIDENCE UNIT SUPERVISOR

CLASS CODE: 7066
FLSA STATUS: N
DATE: 04/05

JOB SUMMARY:

Primary responsibility is ensuring the integrity and security of evidence; performs responsible technical and office support duties related to evidence identification, collection, transportation and preservation.

DISTINGUISHING CHARACTERISTICS:

This job class is the working level in the Sheriff's Evidence Job class series. Incumbents are responsible for the integrity and security of evidence placed in a Sheriff's evidence storage facility. The incumbent works as a part of a team at a variety of crime scenes requiring technical and specialized knowledge in the identification, collection, and preservation of various items of evidence. Supervision is received from the Sheriff's Evidence Unit Coordinator.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Ensures the integrity and security of the main storage facility by documenting and supervising personnel who enter; responds to alarms related to facility on an on call basis.

Receives evidence delivered by field officers; identifies by type, quantity and case number; records and stores items into main storage facility.

Responds to major crime scenes to assist in identifying items to be used in investigations; performs crime scene photography, including stills and video taping; processes fingerprints and tire/shoe prints; collects/packages items appropriately; transports items to main storage facility; assists with removing deceased from major crime scenes; provides photographic record of autopsies; performs gunshot residue evidence tests.

Maintains records and files related to evidence and chain of custody; responds to outside agency requests and/or processes disposition of items in accordance with all state and local laws; maintains files containing fingerprint cards for the jail facility.

Transports evidence to and from Department of Justice; sends evidence via various distribution channels, such as UPS, certified mail or in person; prepares appropriate paperwork and completes packaging requirements for submission.

Disposes of property and evidence in accordance with all state and local laws; identifies owners of property, current residence of owner, verifies history and reasonable proof of ownership on returns; coordinates and disposes of property through County auction.

Disposes of and/or destroys syringes, blood, urine and other medical waste materials, controlled substances, firearms, ammunition and Coroner's property; prepares needed documents, writes court orderture on required order; assists in and/or performs presumptive drug and narcotic tests prior to destruction; transports items to appropriate facilities for proper destruction.

Prepares supplemental reports; testifies in criminal cases regarding chain of custody, photographs and evidence obtained in crime scene search; coordinates and assists with viewing of evidence by defense attorney, investigators, members of District Attorney's office or other appropriate persons.

Participates in meetings with Sheriff's personnel, investigators, Department of Justice representatives or others for the purpose of gathering and exchanging information relative to investigations.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment	Video Equipment	Vehicle
Photographic Equipment	Evidence Collection Equipment	Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED, completion of Field Evidence School prior to the end of probation; and,

One to two years of experience in a high public contact work environment preferably in a law enforcement agency; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License – Class C or better.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Methods and techniques for the proper collection, identification and preservation of evidence.

Applicable state, federal and local ordinances, laws, rules and regulations.

Record keeping, report preparation, filing methods and records management techniques.

Modern methods, practices and techniques of law enforcement work including knowledge of criminal investigation and crime scene analysis.

Use of various electronic video and photography equipment.

Standard fingerprinting classification methods, practices, records, and equipment.

Photography and the various methods of printing, developing, and enlarging negatives to pictures.

Principles and practices of work safety, including the handling of urine and blood samples.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

General office procedures, policies and practices, as well as basic knowledge of computer/VDT and other general office equipment.

All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

Performing a variety of evidentiary collection methods and analyses, emphasizing photography and fingerprinting, including the performance of latent fingerprint comparisons and analysis; elementary laboratory developing, printing and enlarging of photographs for courtroom presentation; and more sophisticated field forensics.

Analyzing crime scenes; developing evidence to be processed; identifying, interpreting, explaining, and enforcing evidentiary and other law enforcement procedures; reviewing and interpreting case reports; and maintaining awareness of safety at all times.

Operating equipment and materials used in photographic and fingerprint work and taking photographs with some degree of sophistication.

Lifting latent fingerprints and classify fingerprints accurately.

Interpreting and applying a variety of regulations and procedures dealing with criminal investigations.

Using tact, discretion, initiative and independent judgment within established guidelines.

Preparing clear and concise reports, correspondence and other written materials.

Maintaining detailed logs and records.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Collecting, processing, and documenting evidence and fingerprints.

Completing accurate and complex sketches of crime scenes.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Testifying in court.

Communicating clearly and effectively, both orally and in writing.

Learning, utilizing, and staying current with evidence collection techniques and equipment.

Mental and Physical Abilities:

Ability to establish and maintain effective working relationships with a variety of individuals

Ability to maintain a professional demeanor during stressful situations.

Ability to learn, understand, and interpret laws, rules, regulations, and policies.

Ability to understand and carry out oral and written directions.

Ability to perform effectively and maintain professional composure at unpleasant crime and accident scene situations including homicides, officer involved shootings, unusual or suspicious deaths, autopsies, traffic fatalities and other complex and/or unusual incidents; understand and following safety procedures.

Ability to write reports and correspondence.

Ability to define problems, collect data, establish facts and draw valid conclusions.

While performing the essential functions of this job, the employee is regularly required to walk, stand; bend; sit; use hands to finger, handle, or feel; reach with hands and arms; speak and hear; use color, sound, odor and shape perception and discrimination; and lift and/or move up to 25 pounds.

While performing the essential functions of this job the employee is occasionally required to climb and balance; stoop, kneel, crouch, or crawl; and lift and/or move up to 75 pounds.

Working Conditions:

While performing the essential functions of this position, the employee is occasionally exposed to outdoor weather conditions and non-weather related cold or hot temperatures; chemicals used in evidence preservation; blood; syringes; and other hazardous materials.

Working time may require irregular hours, shift times, and/or on-call status.

The incumbent's working conditions are typically quiet.

file: shevidte.75846

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.