



Position Description

Job Title: Evidence Technician
Department: Police Department
Reports To: Police Lieutenant of Investigations
Supervises: None
Position #: _____ Revision Date: 2/2026
Pay Grade: 10 FLSA: Non-Exempt

POSITION SUMMARY

The Evidence Technician is a non-represented, non-sworn position, responsible for managing the department's property/evidence from receipt to final disposition. Work is performed under the supervision of the Lieutenant of Investigations.

PRIMARY RESPONSIBILITIES

- Independently manage the department's property/evidence computerized database, to include receipt, documentation, accountability, storage, security, and final disposition of all property and evidence recovered by the department.
- Independently determine, from knowledge and experience, the appropriate storage location to ensure security and integrity of property/evidence (i.e., refrigerator, freezer, main property room, bulk storage, etc.).
- Preserve the evidentiary chain of custody critical to successful prosecution.
- Process recovered evidence, such as lifting and photographing latent fingerprints and collecting DNA from evidentiary items.
- Manage digital evidence produced in both video and photograph formats.
- Provide timely and thorough responses to discovery and public records requests.
- Receive, label, store, and document evidence and recovered property seized or retained by the department.
- Maintain detailed and current database records concerning the status of evidence and recovered property.
- Communicate with Wisconsin State Crime Labs, other approved laboratories, and/or other law enforcement agencies regarding the transmittal and receipt of evidence.
- Arrange for or transport evidence to the State Crime Lab or other approved laboratories.
- Correspond with stakeholders regarding the status of recovered or evidentiary property being held by the department.

- Properly execute retention, return, destruction, or sale of property, according to State and Federal law, court orders, and department policy, after case disposition.
- Prepare evidence and exhibits for court.
- Prepare, receive, and review property/evidence disposition sheets and evaluate requests from officers prior to release, destruction, or sale of property/evidence.
- Inspect, order, maintain, and stock department equipment/supplies used for processing and packaging property and evidence (within budgetary limitations).
- Assist in photographing and the collection of evidence from scenes in the field, when needed.
- Complete reports, paperwork, and documents, including, but not limited to, offense reports/supplements, destruction requests, and transmittal forms
- Read manuals, correspondence, investigative reports, follow-up reports, policies, court papers, and any other job-related documents relevant to the requirements of the position
- Participate in training activities as directed by the Chief of Police and/or the Technical Operations Division Commander
- Operate office equipment (fax, telephone, computer, and printer) to send/receive information
- Operate, with proficiency, all hardware and software relevant to the Property/Evidence Section
- Fingerprint and photograph victims, suspects, new employees, department volunteers, and others, where appropriate
- Offer credible testimony at a trial or hearing regarding the specifics of evidence that was gathered, photographed, processed, packaged, labeled, and/or stored by the department
- Perform other functions as required or assigned.

REQUIRED QUALIFICATIONS

- Must have a valid driver's license and be at least 21 years of age.
- Associate's degree in Forensic Science or a related field.
- May not have any felony or misdemeanor convictions that bear a substantial relationship to the position.
- Knowledge of federal, state, and local laws and ordinances.
- Knowledge of current law and case decisions relating to search and seizure, the handling of evidence, and other relevant practices.
- Knowledge of current methods and procedures used in the preservation of evidence.
- Knowledge of departmental rules of conduct, regulations, and policies.
- Ability to communicate orally and in writing in an efficient and effective manner.

- Ability to deal effectively and compassionately with victims, suspects, and family members of each.
- Ability to work without direct supervision and exercise initiative, independent judgment, and a high degree of accuracy.
- Ability to prepare and maintain thorough and accurate records.
- Ability to develop and maintain working relationships with department personnel, other law enforcement and government agencies, crime labs, and district attorneys.
- Ability to prepare and deliver appropriate training sessions, including preparation of procedure manuals, where appropriate.
- Ability to operate and maneuver equipment requiring simple but continuous adjustments, including, but not limited to, a vehicle, electrostatic lifting equipment, alternate light sources, scales, fuming equipment, casting materials, a computer terminal, and a camera.

PHYSICAL REQUIREMENTS

Details

- Ability to coordinate eyes, hands, feet, and limbs in performing semi-skilled movements, including, but not limited to, low and medium lifting, low carrying, pushing, pulling, climbing, reaching, balancing, stretching, bending, crawling, kneeling, and crouching.

WORK ENVIRONMENT

This position may involve exposure to hazardous, dangerous, or adverse environmental conditions, including, but not limited to: Duties and training are regularly performed both indoors and outdoors. Exposure to adverse weather conditions, including extreme heat, extreme cold, rain, sleet, snow, ice, and high winds. Exposure to biohazardous and toxic materials. Work in both bright and low-light environments. Exposure to high noise levels may result in potential hearing damage. Work in and around high-voltage areas. Work in areas with heavy machinery operating. Work in spaces that may not be compliant with local, state, and federal safety codes or ADA regulations.

Employee Acknowledgement: _____ Date: _____

The above statements reflect the general details necessary to describe the principal functions of the position but should not be construed as a detailed description of all possible work functions and requirements that may be possible in the job.