

City of Lake City, FL

Classification Description

Classification Title: CRIME SCENE/ EVIDENCE TECHNICIAN Pay Grade: 10

Department: POLICE

FLSA Status: Non- Exempt

General Description

This position can be either a sworn or non-sworn position, responsible for the custody and safekeeping of property and evidence obtained by the police department and the subsequent release of property to authorized persons or other disposition in accordance with state law and departmental policies and procedures. This position will also involve frequent exercise of independent judgment and initiative.

Nature of Work

Essential Functions:

- Process crime scenes to include fingerprinting, locating, collecting and preserving evidence, photographing the scene, and submission of evidence to FDLE in accordance with established department policies.
- Daily intake of evidence and evidence management
- Impound and forfeiture management
- Receives items seized as evidence or as recovered/ impounded property coming into the possession of the department
- Verifies record of items received, including description of item, name of owner (if known), name of officer from whom received, and reason for retention
- Delivers evidence to FDLE for processing by the lab
- Issues property being retained as evidence to officer at time of trial upon receipt of authorization
- Answers all subpoenas as required by law and testifies in court as to evidence held
- Prepares lists of articles to be destroyed, releases articles for official destruction, inventories and releases property for sale at public auction
- Releases or mails lost or stolen articles to owners upon proof of ownership with authorization
- Maintains good working relationships with personnel in the department

- Is available by phone, radio, or pager to respond as necessary if requested
- Keeps His/ Her direct Supervisor informed of any problems that may occur within the unit
- Enters and accesses information in the automated data system through use of keyboard, bar-code scanner, or other devices
- Orders materials and supplies for the unit, using the proper forms and procedures
- Conducts annual department inventory of assets.
- Operate and maintain an assigned crime scene vehicle
- Maintains issued equipment and supplies
- Assist with complex investigations as directed by his/ her supervisor
- Maintains a complete working knowledge of all city and police department policies, procedures and personnel practices

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees **will** be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses computers for data entry. Uses or repairs medium equipment and machinery, such as vehicles or commercial mowers.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Ability to analyze situations quickly and objectively and to determine proper course of action to be taken;
- Ability to cope with situations firmly, courteously and tactfully, and with respect for the rights of others;
- Ability to learn the geography of the City and its physical and social characteristics;
- Ability to understand and carry out oral and written instructions;
- Ability to read, write and speak effectively;
- Ability to meet physical requirements and standards; and
- Ability to communicate effectively.

Minimum Qualifications:

- Considerable knowledge of storeroom methods and procedures, including sound record keeping and clerical practices
- Ability to maintain accounting records necessary for perpetual property control in accordance with departmental Standard Operating Procedures
- Ability to understand and follow oral and written instructions
- Ability to established and maintain effective working relationships with employees and the general public
- Ability to express oneself clearly and effectively in courtroom situations
- Ability to obtain and maintain Criminal Justice Information System (CJIS) certifications
- Ability to work with and maintain confidential information.
- Good physical condition and manual dexterity to permit lifting and moving of heavy objects

ESSENTIAL PHYSICAL SKILLS

- Light (up to 15 pounds) to heavy (45 pounds and over) lifting and carrying
- Endure sustained acts of physical exhaustion and endure periods of duty under unfavorable situations
- Ability to properly handle and secure hazardous materials, including biological, per Department General Orders and training.
- Ability to communicate both orally and in writing
- Reaching, pulling, pushing, smelling
- Climbing, walking, standing, crawling, kneeling, bending, stooping, jumping, running, driving
- Depth perception
- Distinguish colors
- Acceptable eyesight {with or without correction}
- Acceptable hearing {without hearing aid}

Environmental Conditions:

- Works inside
- Works outside in various weather conditions with: noise, fumes, gases, smoke or flames, odors
- Works with slippery surfaces, uneven surfaces, heights, poor lighting
- Works in or with moving objects or vehicles
- Works in hazardous and stressful conditions
- Works day and night conditions under stressful and hazardous situations
- Endure sustained acts of physical exhaustion and endure periods of duty under unfavorable and life threatening situations.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Date

Signature

