

Job Title: Evidence and Property Technician

Job Summary: This position involves a variety of technical duties in the maintenance and processing of criminal evidence, testifying in court as necessary, and performing other general technical duties in support of the police department. Work is performed under the supervision of the Detective Lieutenant.

Major Duties:

- Maintains evidence and other property seized or held by the department until final disposition.
- Prepares court orders for Superior Court authorizing disposal of all evidence/property when a case has been completed.
- Disposes of all property and evidence in accordance with all state laws and the Euharlee Police Department's policies and procedures.
- Testifies in court regarding chain of custody and marijuana analysis.
- Coordinates evidence for court by creating copies of documents, video and audiotapes for court and members of the public requesting same.
- Maintains and records chain of custody on all property/evidence.
- Notifies owner of personal property that is to be returned.
- Coordinates with others on property that is to be sent to auction and makes sure that all the necessary paperwork has been completed before transporting the property for disposal.
- Orders and inspects all materials for evidence unit.
- Prepares and transports evidence to the crime lab ensuring evidence integrity and proper documentation.
- Prepares asset forfeitures for civil action filings and submits annual reporting documents.
- Ensures that incoming property/evidence is packaged in accordance with agency guidelines.
- Preserves all incoming property/evidence from contamination, theft, or loss
- Arranges and documents interim releases and returns of evidence for court, crime lab analysis, or investigative use.
- Prepares and forwards property-related forms to requesting units and agencies.
- Serves as the liaison for property and evidence matters between the agency and other local, state, and federal law enforcement agencies.
- Maintains current knowledge of federal, state, and local laws related to property/evidence management.
- Ensures the workspace is clean and orderly.
- Ensures that all efforts are taken to make the property unit as safe as possible for employees as well as property/evidence.
- Limits access to the Property Room to only authorized individual(s) and maintain access logs.

- Ensures that there is adequate security for the Property Room.
- May be required to respond to crime scenes for evidence processing and collection during and after normal business hours, holidays, and weekends.
- Performs other duties as assigned.

Knowledge Required by the Position:

- Knowledge of proper procedures, principles, policies and laws relating to custody of property.
- Knowledge of basic record keeping and filing systems.
- Knowledge of safety practices related to lifting and handling of evidence and property.
- GCIC Basic Operator certification required or ability to obtain certification within thirty (30) days of employment.
- Ability to obtain Marijuana Examiner certification.
- Ability to learn court procedures.
- Ability to maintain exact records and organize accurate record keeping systems.
- Ability to store evidential property without loss or damage.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to read criminal histories and other related documents.
- Ability to maintain confidentiality about information accessed in work activities.
- Ability to establish and maintain cooperative relationships with those contacted in the course of work.
- Ability to pass a background check including but not limited to a criminal history check, sex offender registries, prohibited weapons possession status, credit check, and drug testing.
- Ability to keep accurate records regarding inventory and determining what equipment is needed.
- Ability to work independently in the absence of supervision.

Supervisory Controls: Work is performed under the direct supervision of the Detective Lieutenant.

Guidelines: Guidelines include City and departmental policies and procedures; Federal and state laws and other standards relating to the custody of property and preservation of evidence.

Complexity: This is technical work that involves the maintenance and processing of criminal evidence.

Scope and Effect: The purpose of this position is to properly collect and log evidence in order to ensure that evidence can be used for police operations.

Personal Contacts: Contacts are typically with co-workers, vendors, attorneys, investigators and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information and evidence.

Physical Demands: The work performed typically requires that the employee is sitting at a desk or standing or walking while observing and transporting evidence. The employee may occasionally have to lift and or move up to 25 pounds.

Work Environment: The work is typically performed indoors, but may occasionally work in outside conditions. The employee will occasionally be exposed to toxic or caustic chemicals.

Supervisory and Management Responsibility:

This position has no supervisory and management responsibilities.

Minimum Qualifications:

High school diploma or GED required; two years of experience in inventory management, court services, property and evidence processing, or related field; or equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job