

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: EVIDENCE TECHNICIAN II

Exempt: No

Pay Grade: E430

Approved/Reviewed By: Sheriff Darren Weekly

Job Type: 4309E

Department: Office of the Sheriff

Date: 01-10-23

GENERAL DUTIES:

Responsible for the receipt, storage, safekeeping, release and disposal of all property or evidence that comes into the custody or under the control of the Sheriff's Office. The evidence technician is responsible for maintaining security and control of property and evidence and ensuring the objectives of the Property Section are attained.

SUPERVISION EXERCISED:

None. May help to orient new employees and/or act as a trainer to fellow workers in specific areas.

SUPERVISION RECEIVED:

Works under the general supervision of the crime lab manager or his/her designee. Work is assigned on a daily basis and reviewed for accuracy and completeness.

EXAMPLES OF DUTIES:

- Maintain all property in such a manner that the items are secure and can be located in an efficient manner.
- Maintain evidence and property forms (both electronic and physical) with notations of all actions associated with the property; chain of custody.
- Ensure that correct notification of owners and the release or the disposal of property is done in a manner consistent with policy and law.
- Responsible for computer input of property movement.
- Ability to learn applicable federal, state, and local criminal and civil laws, codes, and regulations; learn law enforcement, court systems, and criminal procedures relative to the processing, retention, and disposal of evidence; learn safety and security methods and practices involved in the handling and storage of firearms, weapons, narcotics, drugs, money, and dangerous devices; maintain legible, complete, and accurate records and related documents; place property/evidence items and inventory documents in both ascending and descending numerical and/or alphanumeric order; devise and maintain storage, security, and accounting procedures for sensitive, valuable, and unusual supplies and equipment;
- Assist with viewing of evidence / property with officers.
- Transport evidence to other facilities for analysis as requested.
- Compile lists of property to be submitted to appropriate authority for final disposition.
- Coordinate and / or assist in property auction, approved destruction, appropriation, and other final disposition of property.
- Monitor and replace as needed all property supplies.

- Maintain property storage facilities in a clean, orderly and efficient manner.
- Make necessary and appropriate recommendations for changes to Office policies and procedures related to the property and evidence control function.
- Able to provide court testimony in all levels of the judicial system.
- Knowledge and ability to operate the police hold impound yard.
- Download videos from all of the different platforms used by the Sheriff's Office when requested.
- Other duties as assigned by supervisor.

These duties are illustrative and are not intended to be all-inclusive.

MINIMUM REQUIREMENTS:

- High school graduate or GED.
- Knowledge and understanding of property and evidence as it relates to the law enforcement and the criminal justice function.
- Possess and maintains a valid Colorado Driver's License.

PREFERRED QUALIFICATIONS:

- One-year experience in warehousing, inventory control, or an appropriately related field, preferably in a law enforcement and/or high-security environment.
- An Associate's Degree in a related field is preferred.

WORK ENVIRONMENT:

Work is generally confined to a standard office environment, with additional areas of storage and utility oriented facilities. Some exposure to inclement weather at crime scenes. Potential exposure to hazardous materials, chemicals, narcotics, and blood borne pathogens, with safeguards provided.

ESSENTIAL FUNCTIONS:

Reasoning Ability:

Receiving and analyzing information from a variety of sources for proper storage and disposition of property. Ability to apply common sense in making decisions.

Knowledge and Understanding of the 'Chain of Custody':

As it relates to evidence and the law enforcement function.

Physical demands:

Possesses and maintains the ability to operate standard office machines, equipment, and utensils. This includes lifting and moving heavy or bulky items up to 25 pounds alone and up to 50 pounds with assistance.

Communication Skills:

Ability to communicate effectively, to read and interpret court documents, and to generate effective written reports. Must be able to effectively testify during court hearings or trials.

Attention to Detail:

Must be accurate and detail oriented in all documentation. Must be organized and have the ability to prioritize.

Computer Skills: Must have basic user-level competency with Windows PC operating systems and comfortable knowledge and skills with Office 365 and like products. Detailed abilities to learn and operate a evidence management programs. Must have basic to intermediate typing skills.

Testimony:

Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

NOTE: The successful applicant must be able to perform ALL the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements. These duties are intended to be illustrative only and are not intended to be all-inclusive.

OTHER:

In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event that an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.