

**CENTERVILLE CITY
JOB DESCRIPTION**

Title: Evidence Technician/EM Assistant
Division: Administration
Department: Police

Code: 519
Effective Date: 8/02/16
Last Revised:

GENERAL PURPOSE

Performs specialized clerical and routine technical work relating to securing, storing and disposing of seized evidence and property according to federal and state law. Prepares records and evidence for court. Assists the Police Chief with emergency management related duties and coordinates training.

SUPERVISION RECEIVED

Reports to Police Chief and Detective Division Sergeant

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Evidence Technician

Receives, organizes and secures property delivered the Centerville Police Department evidence room.

Evaluates submitted property and evidence to assure items have been correctly and adequately packaged and marked according to applicable laws, crime laboratory standards and department policy.

Organizes, verifies, prepares, and transports evidence to and from the crime laboratory or other analysis locations.

Accounts for security and integrity of evidence room. Follows strict procedures on evidence storage and disposition. Preserves the critical chain of evidence. Testifies in court when subpoenaed.

Determines appropriate and lawful disposition of property including the release of property to officers, lawful property owners, legal court system, or other law enforcement agencies.

Prepares police reports, documents, evidence, and other data needed for case filings and court.

Compiles and maintains accurate records of all property transfers, releases, and decisions made.

Conducts periodic audits of evidence and property items held within the evidence room. Researches status of cases to determine disposition of property.

Assists with the training of officers in the proper handling of evidence.

Maintains supplies for crime scenes, processing evidence, and other evidence-related processes.

Emergency Management

Maintains and updates Emergency Operations Center. Supports EOC when activated.

Attends local emergency management related meetings and trainings.

Develops and maintains emergency related plans and exercises

Assists in the execution of emergency management exercises.

Ensures city is compliant with NIMS standards

Assists with emergency management related public outreach including events, promotions and community engagement and education.

Other

Coordinates police training.

Other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High School Diploma or GED and five years of related experience; or equivalent combination of education and experience. Completion of IAPE Certified Property and Evidence Specialist program or Emergency Management training preferred.

2. Knowledge, Skills, and Abilities:

Ability to maintain cooperative relationships with those contacted in the course of work activities; Ability to communicate verbally and in writing; Knowledge of department policies, criminal law, court procedures; and how to collect, organize, and preserve evidence from a crime scene; Ability to organize data, file, and use computers to complete reports, retrieve case information and compile data. Working knowledge of the National Incident Management System (NIMS) and emergency management protocol. Ability to complete the Incident Command System series including ICS 100, 200, 300, 400, 700 and 800 series.

3. Work Environment:

Work is generally performed in an environmentally controlled room; Work regularly exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, poor ventilation and hazardous chemicals; Work occasionally exposes incumbent to contagious or infectious diseases; Work is occasionally performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; Work requires use of protective devices such as masks, goggles, and gloves; and May be subject to call out and/or working outside regular business hours.