

Garfield County
Job Description

Job Title:	Evidence Technician		
Department/Office:	Sheriff	Reports to:	Sergeant
Section:		Pay Grade:	3
FLSA Status:	Non-Exempt	Driving Classification:	Essential
Supervision Exercised:	None	Licenses/ Certifications:	Valid driver's license.
Minimum Education:	High school diploma or equivalent.		
Minimum Experience:	1 year experience in a criminal evidence processing role; or an equivalent combination of education, training and experience.		

General Purpose:

Conduct office and field work related to the collecting, examining, preserving, documenting, preparing and review of physical evidence; provide courtroom testimony as required.

Essential Functions:

(These duties are a representative sample; position assignments and detailed work instructions may vary.)

1. Receives, maintains and releases custody of evidence, including evaluating and documenting evidence received and released.
2. Preserves crime scenes and collects items of evidence; prepares and places evidence for storage and/or laboratory testing, including: submitting and monitoring laboratory submissions and results; determining proper laboratory testing requirements; evaluating items; properly sealing and packaging evidence; labeling evidence; storing evidence in accordance with applicable policies and procedures; creating photographic and/or videotapes of evidence; and transporting evidence.
3. Processes evidence utilizing established guidelines, including entering information into applicable databases and filing documents.
4. Provides information and assistance to the court, investigators, owners, other agencies and/or other interested parties in obtaining information on evidence contained in storage.
5. Monitors evidence storage areas utilizing established security standards; ensures proper temperatures are maintained for sensitive items.
6. Prepares and maintains reports, records, logs and/or other related items; evaluates cold case files.
7. Maintains work environment, equipment and vehicles utilized in the day-to-day activities of unit operations.
8. Destroys and/or disposes of evidence utilizing established procedures.
9. Participates in depositions and/or testifies in court proceedings.
10. Reviews all work products to ensure highest level of quality.
11. Drives vehicle to perform one or more essential functions.
12. Performs other duties of a similar or related level as necessary or assigned.

Job Qualifications:

Knowledge of:

1. Inventory principles, practices and procedures.
2. Applicable equipment and tools utilized in the industry.
3. Customer service principles.
4. Criminal justice system.
5. Relevant Federal, state and local laws, rules, regulations, codes and/or statutes.
6. Basic criminal forensics.
7. Keyboarding, data entry and word processing skills.
8. Basic math skills.
9. Relevant computer hardware and software applications.

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Ability to:

1. Speak, read and write the English language.
2. Communicate effectively verbally and in writing.
3. Follow verbal and written instructions.
4. Provide customer service.
5. Monitor and maintain evidence and inventory.
6. Prepare and maintain reports, logs, records and files.
7. Use applicable tools and equipment.
8. Maintain legal chain of custody.
9. Safeguard evidence.
10. Establish and maintain effective working relationships with court personnel, the public and co-workers.
11. Understand and practice safety procedures and precautions.
12. Maintain a high level of professionalism and confidentiality.

Internal & External Contacts

Internal Contacts:

Frequently interacts with other Office employees.

External Contacts

Frequently interacts with the general public; occasionally interacts with court personnel.

Physical Activities and Work Environment

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform essential functions.

Required Physical Activities

While performing the essential functions of this job the employee is routinely required to work with the hand or hands in handling, seizing, holding, or grasping motions and with the fingers in picking or pinching actions. Employee occasionally must exert force in excess of 100 pounds, and frequently required to exert in excess of 50 pounds of force and/or move up to 20 pounds; is occasionally required to maintain body equilibrium while bending at the waist or at the knees. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, peripheral vision, and ability to adjust focus. The employee is required to sit, stand, talk and hear and to drive, walk, climb, balance, stoop, kneel, bend, crouch or crawl and taste and smell.

Work Environment

The noise level in the work environment is moderately loud, depending on locations; at times the noise level may be loud, with frequent interruptions and multiple demands.

The employee may be subjected to fumes, odors, dusts, gases, poor ventilation, chemicals, blood and other bodily fluids, extreme temperatures, inadequate lighting and work space restrictions.

The employee may be exposed to hazardous situations, which may involve physically violent or mentally or emotionally disturbed persons.

The employee is required to work outside normal business hours.

Required Travel

The employee is frequently required to travel throughout the County..

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Computers and Office Equipment

Computer and relevant software applications; scanner; telephone system; facsimile; copier.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts Garfield County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County's current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County.