

**CITY OF BLACK HAWK**  
**2016 Job Description**

---

**JOB TITLE:** Property & Evidence Technician    **DEPARTMENT:** Police Department  
**REPORTS TO:** Administration Commander    **EXEMPT:** No  
**HIRING RANGE:** \$22.4300 - \$25.8000 / HR

---

**SUMMARY**

The Evidence Technician is a non-sworn classified position responsible for providing functions associated with maintaining, disposing and processing evidence collected by officers on a daily basis. This employee must be a self-starter and work under a minimal amount of supervision. This employee has access to sensitive and confidential information and must be able to adhere to strict policies concerning evidence preservation. This employee must be able to communicate effectively with all employees within the City, in addition to law enforcement agencies, vendors, and citizens. The employee must be able to prioritize the workload and effectively multi-task. It is necessary for the employee to be very knowledgeable in the area of grammar and spelling.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintains a running inventory of all equipment in the department as well as drug testing kits and blood testing supplies, evidence packaging supplies.
- Prepares packages for certified and insured mailings associated with evidence functions.
- Assists with creating and updating Standard Operating Procedures.
- Creates a monthly report for incoming evidence and disposal of evidence.
- Effectively represents the organization to department employees, customers, other City departments, other criminal justice agencies, and the general public.
- Composes a variety of correspondence independently without verbal or written instruction.
- Retrieves evidence from patrol evidence lockers, logs evidence into the evidence software, and stores in evidence vault daily.
- Maintenance and cleaning of drying bins used for wet and bloody clothing.
- Trains officers on proper evidence processing and packaging.
- Tracks evidence to be returned, destroyed, auctioned, or transferred to other agencies in a timely and legal manner.
- Coordinates drug burns with other agencies.
- Meets with victims, attorneys, and other law enforcement agencies as needed. Acts as a liaison between the department and other agencies as needed in the judicial process, including testifying in court cases relevant to the Chain of Custody.
- Meets with families of suicide and homicide victims and work closely with District Attorney so victim's property can be returned to family.

- Maintain all property and evidence in a secure environment which can be located promptly.
- Send post cards and certified mailings to legal owners of property for their return. Keep track of time line on personal property for timely destruction or release.
- Must be capable of testifying in court regarding evidence chain of custody.
- Research surveillance and audio files and make appropriate copies.
- Send copies of evidence to the District Attorney, defendant's, victims, City of Black Hawk representatives, attorneys, and other Agencies.
- Understands State Statutes and City Ordinances regarding evidence storage, disposition, and retention.
- Handles potentially hazardous materials and stores them properly to ensure employee safety and evidence integrity.
- Responds to crime scenes when needed.
- Handles firearms, drugs, and contaminated items safely.
- Ensures annual audit of the Evidence room is conducted.
- Cleans equipment as needed and identifies equipment needing repairs.
- Checks in and out evidence to Colorado Bureau of Investigation for testing.
- Checks in and out evidence to detectives and patrol officers for court appearances.
- As necessary, pick up evidence items from Jefferson County District Attorney at Jefferson County Courts.
- Maintains the satellite evidence vault.
- Ensure proper storage of DNA, blood, and sexual assault kits.
- Conducts research into cases as needed.
- Performs data entry functions.
- Typing and filing as needed.
- Scans documents.
- Ability to wear necessary safety equipment while performing necessary job duties.
- Manage impounded vehicle inventory.
- Maintains the Department's inventory.

## **SUPERVISION RESPONSIBILITIES**

Supervise as prescribed by law the destruction of evidence including, but not limited to, hazardous materials, drugs, and personal property. Supervise yearly complete and accurate audit of evidence vaults. No employee supervision responsibilities.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Modern office procedures, techniques, and equipment.
- Software programs such as Microsoft Word, Excel, PowerPoint, and Outlook.
- Proper work ethics and etiquette on the telephone and in person with co-workers, vendors, citizens, visitors, District Attorneys, other law enforcement agencies, Colorado Bureau of Investigations, suspects, and victims.
- Numerical and alphabetical filing systems.

- Lexus Nexis for research on defendants, statute of limitations, and permanent cases.
- Totally responsible for the function and operation of evidence section.

**Ability to:**

- Follow precise directions given by supervisors and working under minimal supervision.
- Work in an enclosed environment.
- Understand clerical support operations.
- Be a skilled problem solver to achieve logical solutions.
- Use resources effectively and efficiently.
- Maintain confidentiality of very sensitive information.
- Discern difference between original and duplicate documents.
- Anticipate and identify needs of the department and advise supervisor.
- Be a team player and to establish and maintain an effective and responsive working relationship with peers.
- Maintain a professional demeanor in and out of the office.
- Work on projects with brief deadlines, exercising sound judgment when prioritizing work.
- Operate a City vehicle for transporting evidence.
- Handle hazardous materials such as syringes, blood, razor blades, ammunition, firearms, drugs, knives, and other weapons in a safe manner.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

**PHYSICAL DEMANDS**

Ability to perform the essential physical job functions. Maintain physical condition and fitness to meet the demands as follows:

- Sit for extended periods of time; perform job functions positioned in front of various computer workstations for extended periods of time.
- Carryout light physical work to include occasionally handling objects up to 25 pounds and/or up to 10 pounds frequently.
- Reach overhead and bend down to retrieve items and documents from various locations.
- Hear within an acceptable range to carryout conversations and understand relevant facts of an urgent nature over the telephone and in person.
- Reach, stoop, hear, see, bend, and touch within levels that the essential job functions can be accomplished.
- Climb ladders and/or step stools.

**NECESSARY REQUIREMENTS**

- Must be able to pass a thorough background investigation, including but not limited to, a polygraph examination, psychological assessment, and statement from a Credit

Reporting Bureau. Applicants with a record of conviction for serious misdemeanors or felony crimes will be disqualified.

- Must be able to perform in a busy environment with frequent interruptions.
- Employees are expected to follow all types of safety rules and use the department provided safety equipment to include, but not limited to, seat belts, body armor, safety glasses, ear protection, etc.

#### **EXPERIENCE and/or TRAINING**

- Two years office work experience with customer service experience.
- High School Diploma or GED
- Must possess a valid Colorado driver's license with a good driving record.
- Must be able to obtain necessary "Property and Evidence" certifications within one year of employment.

#### **COMMENTS**

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or aliens authorized to work and live in the United States.