

City of Lockhart, Texas

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

Evidence Technician

Department: Police
Pay Grade: 108
FLSA Status: Non-Exempt

JOB SUMMARY

The Evidence Technician receives, secures, preserves, distributes, and disposes of physical evidence and property. This position manages and maintains evidence and property in custody of the Police Department for the City of Lockhart and transports/stores evidence, testifies in Court, and maintains related records and databases.

ESSENTIAL JOB FUNCTIONS

- Receives, transports, packages, stores, and disposes of property and evidence to include but not limited to narcotics, knives, handguns, various weapons.
- Maintains database of confiscated property and evidence.
- Documents property and evidence by barcodes/labels and assigns a storage location.
- Files, tracks, and maintains custody and control of evidence and property.
- Collects property from active crime scenes and retrieves evidence from temporary storage lockers.
- Testifies in Court regarding chain of custody procedures.
- Researches and identifies evidence and property ready for return to owners.
- Coordinates and facilitates the delivery and return of evidence with the state crime lab.
- Assists in the preparation of files and records to be filed or prepared for referral to prosecuting agencies, including the creating of records, files, or data disks related to defendant files.
- Prepares copies of reports for release to other law enforcement agencies.
- Checks evidence in and out to officers for review or for court.
- Monitors the status of cases involving property and/or evidence and tracking all seized and found property, until such property is returned to the owner or disposed of, according to law.
- Completes and files destruction papers with the appropriate courts.
- Notifies officers as needed to complete forms.
- Prepares evidence trace forms to determine the status of evidence that is no longer needed for court and transfers money deposits to the City Finance Department with unclaimed funds.
- Scans photographs of firearms into the computer system and assists with disposal of firearms.
- Assists CID in daily evidence functions and analysis.
- Prepares reports.
- Attends meetings.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Requires associate degree in criminal justice or related field and one (1) year of related experience.

Licenses or Certifications:

Evidence Technician Certification or obtain within one (1) year from date of hire.

Special Requirements:

- Possess and maintain a valid Texas driver's license with an acceptable driving record.
- Pass a criminal and fingerprint background check.
- Pass a physical/health screening prior to hire date.
- Ability to maintain regular, reliable in-person attendance and remain on duty for the duration of the workday.
- Available to overtime and call-in for emergencies after normal work hours.
- Type forty (40) words per minute (wpm).

Knowledge, Skills and Abilities:

- Ability to plan and organize daily work routine; establish priorities for the completion of work in accordance with sound time-management methodology.
- Skill in using Office and department software.
- Skill in interpreting difficult source documents, rules, regulations, and codes.
- Skill in performing basic math computations including addition, subtraction, multiplication, and division.
- Skill in communicating, both verbally and in writing.
- Ability to clearly speak, write and understand the English language.
- Ability to comply with the City's drug free workplace policy.
- Ability to pay attention to detail.
- Ability to perform the normal interactive functions of the job, and to withstand the normal stresses of the workplace and perform under stress and conditions of personal danger.
- Ability to accept supervision, to accept constructive criticism, and to accept discipline.
- Ability to follow established policies and procedures.
- Ability to work cooperatively with fellow employees and supervisors.
- Ability to understand quickly and correctly, report, and act upon verbal and written instructions and information in stressful situations.
- Ability to be results-oriented.
- Ability to creatively solve problems.
- Ability to keep confidentiality and handle highly sensitive information.

PHYSICAL DEMANDS

The work is medium work. The employee is frequently required to apply 30 pounds of force to move objects. The employee is occasionally required to exert up to 50 pounds of force to move objects. Additionally, the following additional physical abilities are required (Demand Code: C=Continuously, F=Frequently, O=Occasionally, R=Rarely):

R	• Balancing: Maintaining equilibrium to prevent falling while walking, standing, or crouching.
R	• Climbing: Ascending, descending ladders, stairs, and ramps; requiring body agility.
R	• Crawling: Moving about on hands, knees, or hands and feet.
R	• Crouching: Bending the body downward and forward by bending leg and spine.
C	• Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.
C	• Grasping: Applying pressure to object with fingers or palm.
C	• Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction; receiving detailed information through oral communication; and making the discrimination in sound.
F	• Hearing 2: Receiving detailed information; making discrimination in sound.
O	• Kneeling: Bending legs at knee to come to a rest on knee or knees.
F	• Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position, occurring to a considerable degree; requiring substantial use of upper extremities and back muscles.
C	• Manual Dexterity: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
C	• Mental Acuity: Making rational decisions through sound logic and deductive processes.
O	• Pulling: Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.
O	• Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
C	• Reaching: Extending hand(s) and arm(s) in any direction.
C	• Repetitive Motion: Substantially moving the wrist, hands, and/or fingers.
	• Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to others accurately and concisely.
F	• Standing: Being erect particularly for sustained periods of time.
C	• Stooping: Bending body downward and forward by bending spine at the waist, occurring to a considerable degree; requiring full motion of the lower extremities and back muscles.
C	• Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other co-workers accurately, loudly, or quickly.
C	• Visual Acuity 1: Having close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or reading extensively.
C	• Visual Acuity 2: Verifying color, depth perception, or field of vision.
C	• Visual Acuity 3: Determining accuracy or neatness; observing facilities/structures.
C	• Visual Acuity 4: Having visual acuity to operate motor vehicles/heavy equipment.

F	• Walking: Moving about on foot to accomplish tasks, particularly for long distances, or moving from one work site to another.
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WORK ENVIRONMENT

Work is mainly performed in a relatively safe and secure workplace and inside a climate-controlled environment; sometimes performed outside as necessary; and deals with situations that require making major decisions involving people, resources, and property.

The City of Lockhart has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date