



CITY OF INGLESIDE JOB DESCRIPTION

Evidence Management Technician

Department: Police
FLSA Status: Non-Exempt
Effective Date: 02/24/2020
Pay Grade: 6

POSITION SUMMARY

Performs intermediate technical work maintaining evidence and property collected from crime scene and other police investigation, maintaining control and accountability records, and relate work as apparent or assigned. Work is performed under the moderate supervision of the Police Captain.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receives, sorts, organizes, and secures evidence and related property collected from crime scenes or other police investigation and services.
- Properly catalogs and packages evidence for storage and/or transport, logs evidence into storage or out of storage for laboratory and court proceedings.
- Determines appropriate disposition of property; releases or disposes of items of no legal value according to established procedure.
- Oversees the status of evidence logged in or out of the storage location for case reviews and court dispositions.
- Ensures evidence integrity by maintaining evidence change of custody documentation; keeps accurate records in accordance with local and State mandates.
- Provides court testimony regarding evidence chain of custody as needed or required.
- Complete assigned health and safety courses to create a safe work environment

SUPERVISION RECEIVED AND EXERCISED

- Moderate Supervision
- Under the Direction of the Police Captain.

EDUCATION AND EXPERIENCE REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education – High School / GED

Experience – NONE

License or Certificate –

Special Requirements – possess or obtain Basic Texas Association of Property and Evidence Inventory Technician (TAPEIT) within one year of hire.

Required Education	High School / GED
Required Experience	NONE
Combination OK?	Yes

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Thorough knowledge of standard office practices, procedures, and equipment
- Thorough knowledge of record maintenance and office support work
- skill in the use of personal computers, associated software packages, hardware, and peripheral equipment
- Ability to understand and follow oral and written directions
- Ability to work without close supervision in standard work situations
- Ability to interpret, apply, and explain applicable regulations and procedures
- Ability to use initiative and independent judgment within established procedural guidelines
- Ability to use computer system, internet, and desktop computer to maintain records of evidence collected, stored, and returned to the owner, if applicable
- Ability to learn and apply Federal, State, and local criminal laws, codes, and regulations
- Ability to maintain confidential information and follow ethical and confidentiality protocols
- Ability to establish and maintain effective working relationships with associates, laboratory personnel, legal and law enforcement agencies, and the public.

Admin.	Memos, letters, and reports
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PHYSICAL DEMANDS

The physical demands herein 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 individuals with disabilities to perform these essential job functions.

- This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force
- Work frequently standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires tasting or smelling
- Work has standard vision requirements
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound
- Work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities
- Work regularly requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or

Weight	10-50 lbs.
Environment	Mod. noisy
Physical Activity	Moderate

airborne particles, exposure to toxic or caustic chemicals and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment

- Work is generally in a moderately noisy location (e.g. business office, light traffic).

Personnel and Policy Handbook section 3-C

“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

Employee Signature

Date