

Classification Title: Evidence Technician

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Ensures the integrity of evidence collected at crime scenes through documentation, transportation, and disposition of evidence.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	M	Transports evidence collected at a crime scene and delivers to various law enforcement agencies throughout the County. Supervises evidence at all times to ensure chain of custody.
2	M	Submits evidence to the State Bureau of Investigation for analysis on a regular basis. Determines and retains evidence that is not eligible for state analysis.
3	L	Processes latent evidence involving drug violations occurring within the county. Supports crime scene field agents by processing and photographing evidence in ongoing investigations.
4	L	Supports forensic drug chemists by receiving items for analysis. Supports photographers by downloading photographs and placing them into storage for later analysis. Assists with other law enforcement projects and crime scenes as needed.

CLASSIFICATION REQUIREMENTS:

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Education	Associate's degree in Police Science, Law Enforcement or related field.
Experience	Two years experience in evidence collection or law enforcement.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	Valid driver's license, Basic Law Enforcement Certification or successful completion of the requirements set forth by the North Carolina Sheriffs Training and Standards Commission within one year of employment.
Reading	Intermediate

CLASSIFICATION REQUIREMENTS	
Math	Intermediate
Writing	Intermediate
Managerial	Receives General Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	X Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Vehicles, technical equipment, cameras, computers, printers and related software

PRIMARY WORK LOCATION	
Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	X Other (see 2 below)

(1) N/A

(2) On site and office or laboratory environment.

PROTECTIVE EQUIPMENT REQUIRED:

Protective gloves, eye and respiratory protection