**GENERAL DESCRIPTION**

The Evidence Technician preserves and maintains control of evidence and property under general supervision of an Operations Sergeant. Incumbent is a non-commissioned member of the Sheriff’s Office who performs specialized records and inventory work involving the collection, processing, storage, and maintenance of evidence and property. The Evidence Technician issues, releases, and disposes of evidence and property in accordance with applicable laws, policies, and procedures. Incumbents perform various database functions utilizing a property/evidence control system. Responds to crime scenes during assigned work hours or on a call-out basis; conducts trainings on evidence collection, packaging, and/or chain of custody; maintains security of storage facilities in the Sheriff’s Office and off-site; and management of digital evidence and files.

This class specification reflects the general concept and intent of the classification and should not be construed as a detailed statement of all the work requirements that may be inherent in a position.

**ESSENTIAL JOB FUNCTIONS**

Processes property and evidence, which includes safely collecting and securely receiving, receipting, identifying, recording, storing, safekeeping, and releasing evidence for lab work and court appearances.

Verifies and preserves the chain of custody whenever property/evidence is received until the property/evidence is released by the Prosecutor, the Courts, or by the appropriate chain of command or is removed from the property room. Testifies in court concerning the evidentiary chain of custody.

Responds to crime scenes during normal work hours at the request of supervisors and detectives and may be assigned to process crime scenes after work hours on a call-out basis. Assists in collecting material(s) at crime scenes.

Performs crime scene evidence collection and documentation in accordance with best practices, local, state, and federal laws. Uses a variety of cameras, instruments, drones, and other equipment to search for and collect evidentiary items. Recovers latent fingerprints, DNA evidence, photographs and/or video records crime scenes, assists with scene measurements and sketches, and packages recovered evidence to preserve the integrity of the evidence and chain of custody. Documents detailed case reports and supplemental narratives regarding processed crime scenes.

Evaluates and processes requests for release of property and evidence, performing verifications and checks in accordance with office practice, procedure, and training.

Photographs property and evidence as needed.

Transports property and evidence to laboratories for analysis.

Conducts training for department personnel on evidence collection, packaging, and chain of custody.

Oversees destruction of illegal substances, firearms, and other items when appropriate.

Organizes and prepares items for auction.

Maintains the property/evidence room. Ensures the property/evidence room is organized in an orderly fashion so that items of property and evidence can be easily located and retrieved. Performs routine audits of items in the property room and prepares monthly reports.

Manages and stores digital evidence based on established Washington State retention schedules. Prepares and destroys digital evidence on a regular basis as established by governing RCW's, county, and department policies. Enters found and evidentiary property into computer systems, updating entries as required and retrieving information from the system.

Enters impounded property into computer systems, updating entries as required, and retrieving information from the system as needed.

Registers stolen checks through NCIC, WACIC, and other related networks.

Performs other related duties as assigned.

Regular and reliable attendance at the physical workspace is required.

**DISTINGUISHING FEATURES**

The Evidence Technician is a standalone, non-supervisory, classification distinguished by the requirement to accurately account for, maintain security of, and lawfully dispose of property in the property room, as well as verifying the proper chain of custody for evidence. Incumbents act independently in accordance with laws, policies, rules, and procedures and may perform special tasks with only general instructions.

**WORKING CONDITIONS**

Work is performed in a variety of settings to include property rooms or property/evidence warehouses, as well as in the field. Incumbent may be required to attend a crime or accident scene and safely perform duties processing weapons, chemicals, or other potentially hazardous materials. May be required to work outside in a variety of weather conditions, physical, atmospheric and noise conditions, and in the presence of confrontational or antagonistic individuals. Perform physically demanding work activities involving lifting items weighing up to 50 pounds; sustained lifting, bending, standing and walking; and climbing and working from ladders.

Shift, holiday, and weekend work may be required; on-call assignments are required.

Positions in this classification may be considered essential personnel. Essential personnel are defined as staff who are required to report to their designated work location to ensure the operation of essential functions during an emergency or when the county has suspended operations.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

* Local, state, and federal laws; and court decisions related to the receipt, recording, storing, retention, safekeeping, and disposal of property and evidence.
* Methods and procedures used in the receiving and storing of property and evidence.
* Modern office procedures and practices with emphasis on file maintenance and supply/inventory control systems.

**Skill in:**

* Accessing data from federal, state, and local database systems.
* Operating electronic scales and office equipment such as computers, printers, and scanners
* Safely collect, process, package, and ship substances to remote labs for testing.

**Ability to:**

* Wear protective equipment.
* Utilize cameras and other photographic and video equipment.
* Organize and store evidence and property and maintain accurate records.
* Maintain confidentiality and security of information.
* Work independently and effectively under general supervision.
* Work a varied schedule of hours including nights, weekends, and holidays.
* Work assigned shifts and be called in to work on short notice.
* Deal effectively with the public under adverse and emotional circumstances, and to maintain a professional demeanor.
* Establish and maintain effective working relationships within a law enforcement organization.
* Follow complex written and oral instructions, and to interpret and understand procedures, policies, and regulations.
* Perform physically demanding work activities involving lifting items weighing up to 50 pounds; sustained lifting, bending, standing and walking; and climbing and working from ladders.
* Detect deviation from policy/procedure in packaging or documentation of evidence and recommend appropriate corrective action.
* Assist Sheriff’s Deputies in collecting material(s) at crime scenes that may include violent crimes.
* Properly and safely handle and process blood and biologically contaminated materials, controlled substances, and hazardous materials.
* Maintain a clean, organized, and safe working environment.
* Communicate effectively in both verbally and in writing.

**MINIMUM QUALIFICATIONS FOR RANKING ON THE ELIGIBILITY LIST**

* Minimum age of 18 years at time of appointment.
* High school diploma or GED.
* Pursuant to RCW 41.14.100, must be a US citizen or lawful permanent resident, able to speak, read, and write the English language.
* Must hold or obtain valid Washington State Driver's license.
* Two (2) years’ experience in evidence/property handling, inventory control, accounting/records management, general inventory management, or related areas;

**OR**

Two (2) years of college level coursework completed in records management, warehouse inventory, or related type of coursework. Experience may substitute for education, and education may substitute for experience on a year for year basis.

* Acceptable scores on a Civil Service examination based on knowledge, skills, and abilities.

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