



City of Lake Oswego, Oregon

Job Description

EVIDENCE TECHNICIAN

FLSA Status: Non-exempt
Union Representation: LOPOA

Salary Grade: 307
Job Code: 3011

Summary

Work involves responsibility to receive all incoming property, evidence, and digital evidence to store it properly, preserve its condition, maintain it securely, prevent tampering, lawfully release or dispose of it, and to maintain documentation of the entire process that is sufficiently accurate and complete to satisfy any court. Supervision is received in the form of specific assignments, department guidelines and policies of a higher ranking law enforcement position.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Manage all incoming and received property, evidence, and digital evidence and preserve all items from contamination, theft, or loss.
2. Maintain and update property and evidence documentation with tracking information, commonly referred to as the "chain of custody".
3. Ensure that all releases and dispositions of property and evidence are legal and properly documented.
4. Arrange and document interim releases and returns of property and evidence for court, crime lab analysis, or investigative use.
5. Maintain current knowledge of Federal, State, and local laws related to property and evidence management.
6. Inventory property and evidence based on the policy demands of the agency.
7. As directed, assist with Criminal Investigations Division, Patrol Division and Lake Oswego Fire Department in major case investigations and search warrants on twenty-four hour availability.
8. Completes background checks on individuals to ensure the release of firearms in department custody are lawful.
9. Prepares evidence information for use, presents to others, and testifies about evidence in court.

10. Resolves policy and procedural issues for the Property & Evidence Division.
11. Resolves difficult customer service problems.
12. Advises officers, detectives and other department staff regarding property and evidence procedures; consults with prosecutors and the courts as appropriate.
13. Trains all department patrol officers, detectives and community service officers in property and evidence control, material safety policies and procedures as required.
14. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Public safety practices and procedures.
- Crime scene processing and evidence collection.
- Digital and paper records filing and processing practices.
- English grammar and basic mathematical computations.
- Personal computers and related software applications.

Skills and Abilities to:

- Read and perform basic mathematical calculations, and follow written and oral instructions.
- Write reports, letters and memos with proper format, punctuation, spelling, and grammar.
- Speak with poise, voice control and confidence using correct English and well modulated voice.
- Maintain high degree of integrity working with confidential materials and information.
- Work independently and/or as a team to organize work and meet deadlines with a high degree of accuracy.
- Make decisions independently in accordance with established laws, administrative rules, and policies.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a High School diploma or G.E.D., and one year in a related field or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing and Other Requirements:

Positions in this classification are required to possess a valid driver's license and ability to meet the City's driving standards.

Must be at least 18 years of age. Must be able to pass a thorough background check with no felony convictions, and pass a psychological and medical evaluation.

Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; attending meetings or activities outside normal working hours; occasional response to emergency conditions during off-hours; operation of a motor vehicle on public roads.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Moderate Physical Work: Must be able to move objects by exerting up to 20 pounds of force frequently, and/or up to 10 pounds of force consistently.

Subject to handling firearms, broken glass, syringes, odoriferous materials, blood, urine, and other body specimens that may come from diseased persons or clothing that may be infected with hazardous biological materials. May be required to work with flammable fluids or otherwise hazardous substances. Subject to 24-hour callback.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director

Date

Human Resources Director

Date

Employee

Date

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.