

CITY OF HELENA



Position Title: Evidence Technician

Department: Police

Division: Criminal Investigation

Grade: 133

FLSA: Non-Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

This position is responsible for receiving, storing, controlling and preserving physical evidence/property in the custody of the Helena Police Department (HPD). This includes criminal evidence and abandoned and/or found property in compliance with courtroom procedures and judicial endorsement. Additionally, this position assists in searching for, identifying, collecting and processing physical, electronic, digital, chemical and biological evidence. This position will assist prosecutors in preparing evidence exhibits for court presentations. This may be comprised of providing detailed documentations and information on the received evidence, including condition and types of applicable tests processed. This position will utilize strong technical recordkeeping and organization skills.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

The Evidence Technician is responsible for maintaining records and evidence in compliance with courtroom procedures and judicial endorsement. This position also transports evidence for laboratory examination and courtroom proceedings including large sums of money or narcotics; and completes submission forms and properly packages evidence for analysis at laboratories.

The incumbent is solely responsible for releasing evidence and property in compliance with court, prosecutor, or department standard operating procedures; and coordinates with established organizations for the release, destruction or donation of evidence as approved by standard operating procedures or City of Helena resolutions. They also provide information and direct inquiries regarding the location of property sought by law enforcement agencies and citizens. This position will also be responsible for researching information, proper disposition of evidence, abandoned and found property and notifying owners for return or sale, action, use or destruction of property. The incumbent may be required to testify in court. The Evidence Technician provides training to law enforcement personnel as necessary on proper evidence handling, processing, documentation, submission, analysis, and personal protective measures or equipment when handling hazardous materials, controlled substances, bio-hazard materials, and other evidence needing special handling and documentation.

This position will also receive, process, and properly handle Drug Task Force evidence items including, narcotics, money, vehicles, and other associated property. The incumbent will coordinate the analysis, processing, release, destruction, and/or forfeiture of evidence seized as a part of investigations conducted by the Drug Task Force.

The Evidence Technician is solely responsible for monitoring, removal, storage and disposal of prescription medication drop-off sites.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Fingerprinting; DNA, chemical materials, biological materials, and hazardous items (firearms/sharps, etc.) collection; and other procedures/techniques used to collect and preserve physical evidence of crime scene investigations.
- Modern office procedures, equipment and computer software/hardware.
- Principles and procedures of technical recordkeeping.
- Safe driving principles and practices.

Skill or ability to:

- Perform job tasks in accordance to municipal, state and federal laws in addition to established policies/procedures using independent judgment and a high degree of accuracy.
- Operate a wide variety of computer hardware and software systems.
- Understand and follow search and seizure laws within City of Helena Ordinance, Montana State Law and United States Federal Law.
- Inspect, order and maintain equipment and supplies used in the gathering and storage of evidence.
- Respond to major crime scenes as necessary.
- Attend various training schools or classes and pass/maintain required certifications and learn modern practices, procedures and methods of evidence preservation/storage.
- Observe situations analytically and objectively and record clearly and completely
- Communicate clearly and concisely, both orally and in writing.
- Prepare accurate and complete reports.
- Maintain confidentiality of investigations and corresponding involved evidence.

Physical Demands:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb; exposure to outdoors, confining work space, chemicals, and explosive materials; ability to travel to different sites and locations. Availability for twenty-four hour call-out for emergency/disaster situations. Exposure to extreme noise, hot/cold temperatures, mechanical hazards, blood borne pathogens and other bodily fluids.

Minimum Qualifications (Education, Experience and Training):

This position requires a minimum of three years related work experience, preferably in a law enforcement agency or lab setting and possession of a high school diploma or equivalent GED with related specialized training; OR related college degree with some work related experience. Other relevant combinations of education and work experience may be evaluated on an individual basis. The applicant must submit to and pass a thorough background check and can not have any felony convictions.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Must possess or have the ability to obtain and maintain CJIN and NCIC Certification (State of Montana) and Property and Evidence Specialist certification (International Association of Property and Evidence) when available or offered by employer.

Supervision Received:

Supervised by the Criminal Investigation Division Commander

Supervision Exercised:

None