



## **Notice of Job Opening Evidence Technician**

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**Job Title: Evidence Technician**  
**Department: Police Department**  
**Supervisor: Police Chief**  
**Status: Temporary Part-Time**  
**Wage: \$15.00**  
**Close Date: November 9, 2018**  
**Hours: 10 Hours per Week. M-F & Weekends as needed**

### **POSITION SUMMARY:**

This position works under the direction of the Police Chief and is responsible for the collecting and handling of evidence. The primary duty of the Evidence Technician is to observe and adhere to the clerical and technical law enforcement duties related to the receipt, handling, organization, storage, release, transportation, and disposal of evidence.

### **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Maintain all evidence, found, and stored property in such a manner that individual items are secure from theft, loss or contamination, and can be located in a timely manner.
- Maintain orderly records of evidence collection and retention.
- Stay informed of local, state, and federal law involving property and evidence handling. Recommend and facilitate appropriate changes.
- Receive evidence through intake lockers; sort evidence and properly place it in protective storage.
- Maintain evidence that needs to be held for a long length of time (i.e. homicide and sex offense evidence).
- Transfer information from paperwork to computer and file paperwork as needed.
- Properly maintain evidence labeling; responsible for preserving the critical chain of evidence; provides expert testimony in court when necessary or when subpoenaed.
- Coordinate the release of property for court, to persons legally entitled, for public surplus, and for disposal pursuant to the law.
- Ensure the timely and legally correct notification of owners and release/disposal of property recovered, found, or seized by the Department.
- Conducts periodic audits of property room; maintains evidence room in a condition that is prepared for outside audits all times; corresponds with officers and general public regarding disposition of property.
- Operate computer terminals to access information regarding case dispositions and other

pertinent information to determine appropriate and lawful disposition of property; to include (but not limited to) UCJIS, XCHANGE, and PIMS.

- Sort items that are listed to be destroyed and ensure items are destroyed and documentation is completed and that computer records are updated.
- Transports to and receives evidence from labs for testing.
- Provide effective liaison between the Department and local, county, state, and federal law enforcement agencies.
- Be conscious of supplies and order as needed for evidence packaging as well as personal protection equipment and NIC field testing kits.
- Maintain a clean and orderly property storage facility.
- Be familiar with basic crime scene procedures to help with packaging and storing evidence when called out.
- All other duties and responsibilities as required.

#### **MINIMUM QUALIFICATIONS:**

Must have high school diploma or G.E.D. equivalent. Police department experience is preferred but not required. Must possess a valid Utah Driver's License. Candidate must be able to pass criminal background check and pre-employment drug screen.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Considerable knowledge of evidence laws and procedures and Police report forms.
2. Ability to use computers and applicable software programs necessary to the position.
3. Provide customer service and answer customer or public inquires or possesses the ability to obtain information from individuals, residents, etc. for follow-up.
4. Must have experience working independently establishing work or project priorities.
5. Ability to be on-call and periodically respond to crime scenes and/or accident scenes with an understanding that crimes scenes expose people to unpleasant and sometimes graphic situations.
6. Ability to communicate effectively with the public under potentially adverse circumstances and to work well with supervisors, co-workers, employees and the public.
7. Ability to follow city policies, evidence handling policies and legal guidelines which could result in a considerable amount of liability to the City if evidence is mishandled.
8. Independent judgment and tact needed to determine who is authorized to receive evidence.

#### **WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Comfortable working conditions, talking, listening, handling medium weight, intermittent sitting, standing and walking. Regularly sits at a desk or table; walks, stands or stoops; works for sustained periods of time maintaining concentrated attention to detail. The person in this position must have the visual ability to read and work with computers and other electronic tools in accomplishing tasks and to communicate verbally. May occasionally lift or otherwise move objects weighing up to 50 pounds. May occasionally drive a motor vehicle. This position has exposure to stressful

situations as a result of human behavior and situations. Work is often performed under deadlines and time constraints.

**APPLICATION INSTRUCTIONS:**

Qualified applications must sign and submit a completed Wellington City employment application to the Wellington City Recorder. The employment application and job description can be obtained at Wellington City Hall or online at [www.wellingtonutah.us](http://www.wellingtonutah.us). Completed applications may be submitted via email (send to [getzel@wellingtonutah.us](mailto:getzel@wellingtonutah.us)), via mail, or at the Wellington City Hall. Applications received after the position close date will not be considered. All sections of the application must be completed and legibly filled in. Additional information may be attached if necessary. Applications that are incomplete, that do not specify the job applying for or that list multiple positions will not be considered.

Applicants needing further information regarding the position or needing assistance due to a disability should contact Glenna Nelson, [getzel@wellingtonutah.us](mailto:getzel@wellingtonutah.us) (435) 637-5213.

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