

EVIDENCE TECHNICIAN I

POSITION SUMMARY: Performs detailed and technical identification work required to ensure the proper collection and preservation of evidence. This position is responsible for fingerprinting, photography, computer mapping/graphics, crime scene search/documentation, preservation of evidence, preparing court exhibits, records and reports and performing related work as required.

SUPERVISION RECEIVED: Work is performed under the direct supervision of the Forensic Science Unit Supervisor

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Operates a mobile crime laboratory vehicle.
2. Operates various types of equipment including computers, photography equipment, surveillance and DVD equipment, survey/mapping equipment and other types of equipment as required.
3. Searches crime scenes to locate physical evidence, gathers and processes evidence.
4. Prepares evidence specimens for various crime laboratories for analysis.
5. Makes plaster and silicone casting impressions for laboratory examination and court presentation using proper methods for preserving and storing evidence.
6. Takes computerized and/or inked fingerprint and palmprint impressions of employees, victims and suspects as required.
7. Photographs criminals, evidence, crime and accident scenes.
8. Maintains the chain of custody for physical evidence. Receives, catalogs, labels and packages evidence and property and places evidence in secure storage and makes final disposition of property.
9. Completes detailed diagrams of crime and accident scenes and prepares scale drawings using computer generated drawing software and/or conventional architectural drawing procedures and equipment.
10. Operates specialized photographic equipment in the Digital Dark Room.
11. Operates conventional, strobe, ultraviolet and/or alternate illumination lighting sources.
12. Prepares information for records and reports including documentation of activities.
13. Provides testimony in court with respect to crime scenes, evidence collection and custody of evidence.
14. Maintains inventory of equipment and supplies with the division.

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15. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. An Associate's degree in Forensic Science or related degree, preferably a Bachelor's degree in Forensic Science or related field and specialized training in forensic identification techniques, photography and fingerprinting required. An equivalent combination of education, training and experience may substitute for the degree requirement.
- B. Must have responsible work experience in the field of forensic sciences, fingerprinting and photography.
- C. Ability to acquire, within a short training period, a knowledge of modern approved principles, practices and procedures of identification work and the geography of the City.
- D. Possess good powers of observation.
- E. Ability to communicate effectively and present ideas orally and in writing for varied audiences.
- F. Skill in the use of office and forensic equipment and technology, including computers, software, photography equipment surveillance and DVD equipment, survey/mapping equipment and other equipment as required.
- G. Ability to assemble and present accurate records and reports.
- H. Ability to work any or all shifts and schedules as necessary, including call-in/stand-by duty, to provide proper coverage for all incidents.
- I. Ability to work as a team and with minimum supervision. Possesses self supervising attributes.
- J. Ability to maintain confidentiality on police investigations and evidentiary matters.
- K. Ability to establish effective working relationships and use good judgment and resourcefulness when working with staff, volunteer workers, other governmental agencies and the public.
- L. Possession of a valid, unrestricted Michigan motor vehicle operator's permit.
- M. This position is a non-sworn, civilian classification. Employees in this classification have no arrest powers.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. While performing the duties of this job, the employee is regularly required to communicate with others and view and produce written documents. The employee frequently is required to

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sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and move items of considerable weight. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee regularly works both in the field and in a business office setting. The noise level in the work environment ranges from noisy in the field to quiet in the office. While working in the field, circumstances may occur that are very strenuous and may involve working with bio-hazardous and/or hazardous materials and require the donning of appropriate protective gear including respirators. The employee may be exposed to graphic scenes, uncontrollable environments and circumstances, which may include working in confined spaces, at various heights and in all types of weather conditions. The employee is required to drive in inclement weather.

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