

EVIDENCE TECHNICIAN III

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, use of specialty equipment (ie. Automatic Fingerprint Identification System (AFIS), Gas Chromatograph Mass Spectrometer (GC/MS), video equipment, preparing court exhibits, records and reports and performing related work as required. This position may be responsible for acting as a lead person and trainer in the Forensic Science Unit. This position requires either additional certification in specialties or comparable experience that meets the current needs of the Forensic Science Unit. This position is not exclusive to Latent Print examination and Drug Analysis, but may include any specialty designated by the WYDPS as necessary in meeting departmental/unit goals and objectives.

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, AFIS and/or video enhancement programs and/or GC/MS, 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 palm print impressions of employees, victims and suspects as required.
7. Photographs criminals, evidence, crime, and accident scenes.
8. 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.
9. Operates specialized photographic equipment in the Digital Dark Room.
10. Operates conventional, strobe, ultraviolet, and/or alternate illumination lighting sources.
11. 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.
12. Prepares information for records and reports including documentation of activities.

Evidence Technician III

13. Provides expert testimony in court with respect to crime scenes, evidence collection and custody of evidence and certified specialties.
14. Maintains inventory of equipment and supplies with the division.
15. May be responsible for acting as a lead person and trainer in the Forensic Science Unit.
16. Employees working in this classification will be assigned to a specialty. Duties will be assigned at the discretion of the Forensic Science Unit Supervisor or Sergeant responsible for the division.
17. Performs related work as required.

If Assigned as a Latent Print Examiner

- Analyzes and evaluates latent finger and palm ridge structure with known inked impressions for identification purposes.
- Performs comparative analysis of latent prints with known inked impressions.
- Maintains approval from the State of Michigan AFIS Policy Council as an AFIS Latent Print Examiner.
- Prepares latent prints for entry into Automated Fingerprint Identification System (AFIS) and Integrated Automated Fingerprint Identification System (IAFIS).
- Verifies AFIS/IAFIS search queries.
- Maintains minimum quality assurance standards recommended by current governing/certification body for the Forensic Science Unit.

If Assigned as a Drug Analyst/Toxicologist

- Analyzes evidence for the presence of controlled substances or alcohol using established procedures and guidelines, keeps precise records, and develops sound scientific conclusions.
- Maintains proficiency with the equipment utilized in the Drug/Toxicology lab as well as performing basic maintenance and calibration of instrumentation.
- Maintains known drug standards.
- Maintains minimum quality assurance standards recommended by current governing/certification body for the Forensic Science Unit.

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. A Bachelors degree in Forensic Science or related field and a minimum of four years of experience as an Evidence Technician/Latent Print Examiner or other applicable specialty. An equivalent combination of education, training and experience may substitute for the degree requirement.
- B. Maintains minimum quality assurance standards recommended by the current governing/certification body for the Forensic Science Unit.

- C. Must have progressively responsible work experience in the field of forensic sciences and a minimum of two years' experience as a Latent Print Examiner, Drug Analyst or other designated specialty.
- D. Demonstrates proficiency in all aspects of the essential job functions of the Evidence Technician II positions.
- E. Knowledge of modern approved principles, practices and procedures of identification work and the geography of the City.
- F. Demonstrates good powers of observation.
- G. Communicates effectively and presents ideas orally and in writing for varied audiences.
- H. Maintains knowledge in the current research and development involved in specialties.
- I. Demonstrates 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.
- J. Demonstrates ability in assembling and presenting accurate records and reports.
- K. Ability to work any or all shifts and schedules as necessary to provide proper coverage for all incidents.
- L. Ability to work as a team and with minimum supervision. Possesses self supervising attributes.
- M. Has demonstrated the ability to maintain confidentiality on police investigations and evidentiary matters.
- N. Has established effective working relationships and uses good judgment and resourcefulness when working with staff, volunteer workers, other governmental agencies and the public.
- O. An employee who is appointed to this position must maintain the licenses and certifications required for this classification.
- P. Possession of a valid, unrestricted Michigan motor vehicle operator's permit.
- Q. 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.

Evidence Technician III

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 sit for extended periods of time and analyze evidence under magnification. The employee is required to 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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