

# Grand County

## Job Description

<b>Title:</b>	<b>Evidence Technician</b>	<b>Job Code:</b>	<b>2695</b>
<b>Division:</b>	Administration	<b>Effective Date:</b>	1/2025
<b>Department:</b>	Sheriff	<b>Last Revised:</b>	12/2024

### **GENERAL PURPOSE**

Works under general guidance and direction of the Sheriff or designee, this position performs specialized clerical and routine technical work relating to securing, storing, and disposing of seized evidence and property according to federal law, state law, and department procedures.

### **SUPERVISION RECEIVED**

Sheriff and Chief Deputy

### **DIRECT SUPERVISION RECEIVED**

Patrol/Investigations Lieutenant

### **SUPERVISION EXERCISED**

None

### **ESSENTIAL FUNCTIONS**

Receive, record, sort, and secure property delivered to the Grand County Sheriff's Department evidence room. Evaluate submitted property and evidence to ensure items have been correctly and adequately packaged and marked according to applicable laws and department policy. Organize, verify, prepare, and transport evidence to be submitted to the state crime laboratory for analysis. Account for security and integrity of evidence room; follow strict procedures on evidence storage and disposition; preserve the critical chain of evidence. Be able to testify in court when subpoenaed. Determine appropriate and lawful disposition of property which may include: release property to deputies, lawful property owners, legal court system, other law enforcement agencies, or dispose as appropriate. Release property for sale at public auction and compile and maintain accurate records of property transfers, releases, and decisions made. Conduct periodic audits of evidence and property items held within the evidence room. Maintain supplies for crime scenes, processing evidence, and developing photographs.

Receive phone calls and correspondence; explain evidentiary procedures to deputies, the general public, and other agencies. Release authorized information through appropriate channels. Provide technical guidance and training to deputies on handling, preparing, and booking evidence.

Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **1. Education & Experience**

- High School diploma or equivalent
- Two (2) years of combined clerical and/or technical experience in law enforcement program support work or a related field is preferred

#### **2. Knowledge, Skills & Abilities**

**Ability to:**

Exercise sound independent judgment; organize and prioritize work based upon concepts and directions from the Sheriff or his designee; work independently with minimal supervision; compose formal documents, reports; work with sensitive material; understand operating on a local area network; adapt to changing software and hardware environments; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, other agencies, and the general public.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to ensure a motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Other skills & abilities include:

- thoroughness, planning and organization, neatness and accuracy
- learning and knowing all phases of the job; recognizing and solving routine problems
- being able to perform new duties, adjust to new situations, and control of self under pressure
- being resourceful; volunteering suggestions for improvement of work; being self-starting; seeking new tasks; taking responsibility
- making decisions; studying and considering all facts; using common sense
- cooperating with supervisors and peers; accepting constructive criticism; seeking self-betterment through education and other means
- being friendly, helpful and showing tact and self-control
- being punctual in attendance
- being professional in dress and manner; showing good housekeeping of the general work area
- recognize and follow the GCSO policies, procedures, and the chain of command

**3. Special Qualifications:**

- Must have a current driver's license.
- Must be able to pass a criminal background check.
- Must be able to pass a pre-employment drug screening.

**4. Working Environment:**

General office environment requires a variety of physical activities not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, hearing and seeing. Maintain concentrated attention to detail for sustained periods of time. Work a flexible schedule that may include evenings and weekends; work extended hours as necessary.

***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date \_\_\_\_\_  
(Employee)