



## RECORDS/ EVIDENCE TECHNICIAN

### Definition

Under supervision, receives, stores, and disposes of property and evidence held by the Police Department; and safeguards items utilizing established inventory control methods. Submit criminal complaints with the District Attorney's office.

### Distinguishing Characteristics

Records and Evidence Technician is a specialized field within the Police Department. Transporting evidence blood, urine, fingerprints, hand guns weapon, various items. Perform the duties of a Court liaison during the course of the work week. Duties consistent with monitoring incoming property, destruction of evidence and maintaining of records.

### Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this specific job description.)

Receive, records, classifies, stores, safeguards and releases/returns of money, firearms, evidence and police reports, including found property, recovered or received as a result of search warrants, or from prisoners and suspects by sworn and other Police personnel.

Answer inquiries by telephone or in person, from the public, law enforcement agencies, attorneys and court personnel regarding the status of evidence in case files. Operates vans, trucks and similar equipment to move, deliver, pick-up and store items. Transport evidence/property to and from the police department to other storage locations. Maintains chain-of-evidence records of evidential property and may testify in court. Disposes or destroys narcotics, nuisance weapons, and any other illicit material after disposition of cases. Stores firearms, narcotics and hazardous material in proper storage facilities.

Perform routine office functions such as filing, faxing, handling counter traffic answering telephones and including the preparation of police reports when necessary. Able to lift and carry moderately heavy and bulky items.

Performs related office duties as requested upon.