

COUNTY OF SOLANO
EVIDENCE TECHNICIAN

DEFINITION

Provides technical assistance by collecting and preserving crime scene evidence and performing photographic laboratory work; examines and processes evidence in the laboratory for trace evidence and latent fingerprints; coordinates the intake, storage, chain of custody and disposal of all evidence.

CLASS CHARACTERISTICS

This is a non-sworn journey level classification located in the Sheriff's department. Individuals in this class are responsible for providing technical assistance to sworn peace officers in the investigations, arrest and prosecution of criminal cases and the safekeeping of evidence and other property.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the ID Bureau Supervisor.

Exercises no supervision; may provide technical assistance to lower level or newly hired staff and to sworn peace officer in investigations.

EXAMPLES OF DUTIES *-Duties may include but are not limited to the following:*

Responds to crime scenes to locate, process and collect physical evidence such as latent fingerprints, tool marks, shoe and tire impressions, and blood samples; trace evidence and plaster casts, using specialized equipment.

Photographs and collects evidence at autopsies.

Processes evidence in the laboratory, using manual and chemical processes to develop latent fingerprint impressions, trace, DNA evidence and serial number restoration.

Provides expert courtroom testimony in areas of crime scene investigations and reconstruction.

Controls the inventory of the property room; logs in evidence; safekeeping and found property; maintains chain of custody.

Develops color and black and white negative photographic film; prints enlargements of various sizes; prepares court displays; mixes photographic chemical solutions; operates and maintains photographic processing equipment.

Provides and/or receives mutual aid from Department of Justice, Federal Bureau of Investigations and State Prisons with such activities as processing evidence for fingerprints, DNA, fibers, ballistics, and assistance with crime scenes.

Makes and releases copies of audiotapes, videotapes and photographs for Deputy District Attorneys, Defense Attorneys, County Counsel and Civil Attorneys.

Makes appropriate computer entries, updating and retrieving information using the Inmate Management Systems, the Records Management Systems, the Court records and the California Law Enforcement Telecommunications Systems.

Performs extensive systematic research for the disposal of evidence, controlled substances, contraband and weapons according to the State and Federal law, including the preparation of Court Orders.

Acts as a back up for Latent Examiners when necessary.

Fingerprints individuals for comparison and elimination.

Trains deputies in packing and preserving evidence.

Responds to phone calls and in-person inquiries from citizens, attorneys, and other law enforcement agencies.

Provides information, demonstration and training to other agencies and college classes on crime scene processing and evidence collection.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Photographic techniques, processes and equipment and their applicability to criminal evidence.

Preparation of photographic displays and their use in court presentation.

Forensic photography.

Evidence collection and preservation.

Methods and procedures of lifting and classifying fingerprints and other physical evidence.

Skills to:

Utilize related tools and equipment.

Drive a motor vehicle.

Ability to:

Take, process and print photos using a variety of techniques to present evidence.

Lift and classify fingerprints.

Serve as a court expert on evidence procedures.

Understand, interpret and explain laws, regulations, and policies regarding the gathering and preserving of evidence.

Collect and analyze data to draw logical conclusions and make appropriate recommendations.

Comply with laws, regulations and professional practices governing law enforcement program services and operations.

Experience and Education/Training

Experience:

One year of technical photographic, laboratory, diagramming and evidence collection experience with knowledge of related processes and equipment used including evidence preservation and analysis.

Education/Training:

Specialized training in the field of evidence collection and storage.

SPECIAL REQUIREMENTS

Possession of a valid Class C California driver's license is required.

SUPPLEMENTAL INFORMATION

Work outside normal business hours may be required.

Candidates for positions in this class will be required to pass a background investigation in accordance with applicable laws, regulations and/or policies.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Incumbents must be able to work in an environment that may include exposure to communicable disease and various environmental elements including inclement weather conditions, dust, dirt, blood, bodily fluids, odors, fumes, violence, disease, pathogenic substances, and traffic hazards.

Director of Human Resources

Revised Date: November 2002

BOS Date: June 30, 2003

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