

Job Class Code: 7155	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 3

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to collect and process evidence related to crimes. The class is responsible for collecting, processing, safeguarding, and presenting evidence, preparing reports, and administrative duties. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision. This job classification provides service to the community on a 24 hour basis during all hours of the day and night. In order to accommodate this 24 hour service, this job class is required to work on rotating schedules, which includes working weekends and holidays, and may involve work in excess of regularly scheduled hours (overtime) when required by operational necessity.

TYPICAL TASKS

- Collects evidence at crime scenes or related areas using technical processes to find, collect, store, catalog, and transport.
- Prepares representations of crime scenes or related areas using still or motion video, sketches, notes, or other processes.
- Processes, classifies, and safeguards evidence using laboratory or other physical processes to determine characteristics or other information concerning evidence.
- Prepares evidence information for use, presents to others, and testifies about evidence in court.
- Performs related duties such as fingerprinting, maintaining chemicals, supplies, and technical equipment.
- Performs administrative functions such as recording statistical information, compiling reports, performing specialized studies, coordinating with other agencies or the public, and maintaining logs and forms.
- Trains others on evidence collecting and processing procedures.
- Attends case or staff meetings to exchange information; attends in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.
- Performs routine office tasks, such as typing, filing, faxing, phoning, and copying.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
Interpersonal/People Involvement	Speaks or signals to people to convey or exchange information.
Reasoning Requirements	Performs skilled work involving rules/systems but solves problems almost constantly.
Mathematical Requirements	Uses basic algebra involving variables and formulas, basic geometry involving plane and solid figures, circumferences, areas, distances, angles, and volumes, and computes ratios, rates, and percents.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and letters; speaks compound sentences using normal grammar and word form.
Mental Requirements	Performs clerical and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
Decisions/Supervisory Control	Guides others, making frequent decisions, affecting the individual, coworkers, and others that depend on the service or product.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education in forensic science or a closely related field.
Experience	<p>In addition to satisfying the vocational/education standards, this class requires a minimum of one year of related, full-time equivalent experience.</p> <p>STRUCTURED QUALIFICATIONS FOR EVIDENCE TECHNICIAN I: <i>In order to advance to the position of Evidence Technician I, the candidate must possess all the knowledge, skills, and qualifications of a Evidence Technician Trainee and in addition:</i></p> <p>Must have one (1) year continuous service as an Evidence Technician Trainee in the Chesapeake Police Department or Advanced Training/Experience.</p> <p>Must have a minimum of a “Solid Performance” rating on last annual performance evaluation.</p> <p>Acceptable driving and accident record. Must not have had a preventable accident within the past twelve (12) months prior to submitting application for consideration.</p> <p>A record of professionalism in the identification, collection, preservation, documentation, and maintenance of evidence.</p> <p>A letter of recommendation from the technician’s immediate supervisor is to be submitted with the application and endorsed by the Section Commander prior to submission.</p> <p>Completion of specialized training in the following areas: Crime Scene Search and Procedures, Crime Scene Photography, Evidence Packaging and Handling, Latent Processes/Fingerprinting and Impression Evidence Recovery.</p>
Special Certifications and Licenses	Requires a valid driver’s license and a driving record that is in compliance with City Driving Standards. Special skills or equipment certification may be required.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.