

Job Class Code: 7156	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 processes and procedures; assists less experienced personnel.
- 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	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Gives information, guidance, or assistance to people to directly facilitate task accomplishment; may give instructions or assignments to helpers or assistants.
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 journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style; presents training programs.
Mental Requirements	Performs specialized technical and entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and frequent exposure to unusual pressure.
Decisions/Supervisory	Directs actions of others, making decisions almost constantly, affecting coworkers,

Control

crime victims, and others in the general or professional public.

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 two years of related, full-time equivalent experience.</p> <p>STRUCTURED QUALIFICATIONS FOR EVIDENCE TECHNICIAN II: <i>In order to advance to the position of Evidence Technician II, the candidate must possess all the knowledge, skills, and qualifications of a Evidence Technician I and in addition:</i></p> <p>Must have two (2) years continuous service as an Evidence Technician I in the Chesapeake Police Department.</p> <p>Must have a minimum of "Exceeds Expectations" rating on last two annual performance evaluations.</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 application. The letter shall be completed by the immediate supervisor 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, Bloodstain Workshop, and Impression Recovery.</p> <p>Effectively assists in training technicians in forensic duties/tasks as designated by the Forensic Unit Supervisor.</p> <p>Qualified as a General Instructor by DCJS.</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.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

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.