

<b>Position Code: 7157</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 3</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to oversee the collection and processing of evidence related to crimes. The class is responsible for supervising and overseeing the collecting, processing, safeguarding, and presenting of evidence, preparing reports, and administrative duties. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings. 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**

- Supervises or oversees others as assigned, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Monitors and researches laws, rules, procedures, and emerging technologies to develop and recommend improved policy, methodologies, and procedures for evidence collection and information development.
- Collects, or oversees others collecting evidence at crime scenes or related areas using technical processes to find, collect, store, catalog, and transport.
- Prepares, or oversees others preparing representations of crime scenes or related areas using still or motion video, sketches, notes, or other processes.
- Performs or oversees related duties such as fingerprinting, maintaining chemicals, supplies, and technical equipment.
- Oversees others, or processes, classifies, and safeguards evidence using laboratory or other physical processes to determine characteristics or other information concerning evidence.
- Prepares, or oversees others preparing evidence information for use, presenting to others, and testifying about evidence in court.
- Performs administrative functions such as recording statistical information, compiling reports, performing specialized studies, advising senior staff or management officials, coordinating with other agencies or the public, developing budgets, controlling expenditures, and maintaining logs and forms.
- Attends case or staff meetings to exchange information; attends, or schedules others to attend in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
<b>Interpersonal/People Involvement</b>	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
<b>Reasoning Requirements</b>	Performs coordinating work involving guidelines and rules but solves problems constantly.
<b>Mathematical Requirements</b>	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.
<b>Language Requirements</b>	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.

<b>Mental Requirements</b>	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies extensive understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Supervises or oversees others requiring the development of procedures and constant decisions affecting subordinate workers, crime victims, and others in the general or professional public.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to an associate's degree in forensic science or a closely related field.
<b>Experience</b>	<p>In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, full-time equivalent experience.</p> <p><b>STRUCTURED QUALIFICATION FOR EVIDENCE TECHNICIAN III:</b> <i>In order to advance to the position of Evidence Technician III, the candidate must possess all the knowledge, skills, and qualifications of a Evidence Technician II and, in addition, must have the following:</i></p> <p>Three (3) years continuous service as an Evidence Technician II in the Chesapeake Police Department.</p> <p>Acceptable driving record 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 to be submitted with the application. The letter shall be completed by the immediate supervisor and endorsed by the Section Commander prior to submission. Must be qualified as a General Instructor by DCJS.</p> <p>Graduate of the Virginia Forensic Science Academy. Graduation from a forensic science academy of similar content and duration may satisfy requirement. This must be approved by unit supervisor.</p>
<b>Special Certifications and Licenses</b>	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.
<b>Special Requirements</b>	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. Emergency operations support work and work locations may be outside of normal job duties.

**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.*