



City of North Charleston Vacancy Notice

Position: Evidence Technician
Department: Police
Pay Grade: 105 (\$39,345 - \$60,049)

GENERAL STATEMENT OF POSITION

Employee is under general supervision of the Investigations Division of the Police Department. Employee exercises strict control and access to the Department's Evidence Room and Evidence Warehouse and handles responsibility for securing and maintaining evidence and property collected by the department. Perform various administrative duties, technical duties; works under potential physical, stressful and high-risk conditions. **Full Job Description Attached.*

MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Employee must possess a High School Diploma or a GED.

Posted: 8/2/2024

Deadline: Until Filled

Finisha I Bennett, SHRM-SCP, MA, MJ
Deputy Director – Human Resources

City of North Charleston
South Carolina

An Equal Opportunity Employer

Job Title:	EVIDENCE TECHNICIAN		Job Code:	448
Core Comp Group	ADMINISTRATIVE		FLSA:	NON-EXEMPT
Pay Grade:	105			
Effective Date	04/08/2021	Revision A: Risk	04/08/2021 LHM	
Revision B:		Revision C:		
FOR DEPARTMENTAL/OFFICE USE ONLY				
Dept.	Police		Dept. #	510
Location:	Police		EM Status:	
Reports To:	Evidence Unit Supervisor			

Summary Objective

Employee is under general supervision of the Investigations Division of the Police Department. Employee exercises strict control and access to the Department's Evidence Room and Evidence Warehouse and handles responsibility for securing and maintaining evidence and property collected by the department. Perform various administrative duties, technical duties; works under potential physical, stressful and high-risk conditions.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Receives various types of evidence and property such as; money, jewelry, documents, drugs, weapons, DNA evidence, biological evidence, and other items confiscated, seized, collected, and received by law enforcement.
- Checks accuracy of all evidence and property items listed on chain of custody sheets and ensures it is correct.
- Checks and ensures all evidence and property submitted is properly packaged and labeled.
- Ensures all evidence and property is recorded accurately in the computer system.
- Signs for and logs all evidence and property into the computer system for chain of custody purposes.
- Generates copies, disseminates and files printed copies as appropriate.
- Stores and records evidence and property; ensures all property and evidence are preserved and accounted for according to local, state and federal regulations and laws.
- Ensures all evidence and property that is released is properly and accurately documented in the computer database and on the chain of custody.
- Compares Stolen Property Reports with Recovered Item Reports. Assists with Officers that arranges with owners to identify and claim lost or stolen property.
- Verifies ownership and authorization for release of all property or evidence; completes necessary paperwork to return confiscated property to individuals' property, from property owners and/or other appropriate individuals.
- Analyzes marijuana per SLED procedures with a microscope and chemicals for Municipal and General Sessions Court; testifies in court to marijuana analysis.
- Assists with evidence and property audits as needed.
- Responsible for the security of the drug lockers, jewelry locker, gun lockers, money safe, evidence room and evidence warehouse; completes record of the chain of custody of evidence and property,

This class description does not constitute an employment agreement between the City of North Charleston and an employee and is subject to change as its needs change.

records evidence and property, transports drugs and evidence to and from the State Laboratory or other laboratories as designated and Court, records the destruction of evidence and property upon disposition of the case.

- Transports evidence and property and assists with evidence/property items in court proceedings.
- Testify in court to the Chain of Custody of evidence and property.
- Receive, store and maintain biohazard evidence following appropriate safety protocols.
- Receives and executes court orders to destroy evidence and arranges for the destruction of weapons and contraband in accordance with regulations and maintains all appropriate required documentation.
- Assist the Evidence Unit Supervisor as needed.
- Orders supplies as needed and restocks supplies as needed.
- Performs general housekeeping duties; in the evidence room and evidence warehouse as needed.
- Assists with and maintains the Digital recording systems machine inside the evidence room and manages the DVD's that are produced according to procedures and laws.
- Transports property and evidence to the evidence warehouse as needed.
- Scan documents into a digital file according to procedures.
- Must pass and maintain a SLED marijuana analysis certification.
- Must pass and maintain a NCIC certification.
- May be required to work nights, weekends and holidays as may be required to meet the business needs of the City.
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required.

Knowledge, Skills and Abilities

- Knowledge of the methods, policies, and procedures of the Police Department as they pertain to the performance of duties of the Evidence Technician.
- Knowledge of Federal, State, and local rules, regulations, laws, and ordinances governing the activities of the Police Department.
- Knowledge of the role of the Evidence Technician in attaining the goals of the department.
- Ability to plan and oversee the activities and personnel of the Evidence Unit of the Police Department.
- Knowledge of the importance of effective communications throughout the department and can coordinate all the activities of assigned special units.
- Knowledge of court procedures and can prepare the appropriate information as required.
- Knowledge of approved evidence practices and methods.
- Knowledge of the structure, functions, and interrelationships of State and local law enforcement agencies.
- Ability to read and interpret laws, ordinances, and technical materials dealing with police work, and evidence custody.
- Knowledge of legal rights of accused persons and law enforcement officers.
- Knowledge of criminal behavior and methods of operation.
- Ability to communicate effectively, orally and in writing, with a wide variety of public and private groups and is persuasive in such communications.
- Ability to analyze situations quickly and react objectively and determine the proper course of action.
- Ability to act without direct supervision and to exercise independent judgment in meeting complex emergency situations.
- Knowledge of the geography of the City and location of streets.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.

This class description does not constitute an employment agreement between the City of North Charleston and an employee and is subject to change as its needs change.

- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

Minimum Education and Experience Requirements

Employee must possess a High School Diploma or a GED.

Physical Demands

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Must be physically able to operate a variety of machines and equipment including a computer, telephone, related technological equipment, etc. Must be able to exert up to forty pounds of force occasionally and/or up to twenty pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for periods of time. Must be able to bend, kneel, climb, and crawl. Must be able to lift and/or carry weights of up to forty pounds.

Unavoidable Hazards (Work Environment)

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Involves routine and frequent exposure to:

- Bright/dim light; dusts and pollen;
- Extreme heat and/or cold; wet or humid conditions
- Extreme noise levels; animals/wildlife;
- Vibration; Fumes and or noxious odors;
- Traffic; moving machinery.

Special Certifications and Licenses

- Valid South Carolina Driver's License

Americans with Disabilities Act Compliance

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Essential Safety Functions

This class description does not constitute an employment agreement between the City of North Charleston and an employee and is subject to change as its needs change.

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.