



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 648.5

Job Title: **EVIDENCE TECHNICIAN**

Pay Grade: 11

GENERAL SUMMARY:

Performs specialized clerical and technical work related to the record keeping, custody and control of property and evidence.

RESPONSIBILITIES:

- Performs inventory control of evidence and property by maintaining a computer database and/or other records of property and evidence;
- Preserves physical evidence in criminal investigations (such as guns, narcotics and cash) and safeguards evidence and other property to ensure evidence is preserved for examination and court presentation;
- Prepares boxes or envelopes of properties to be inventoried;
- Provides for and maintains records of the release and/or disposal of evidence property in accordance with department policies;
- Releases rape kits and other property of evidence to the Crime Lab upon request;
- Prepares chain of custody paperwork to issue and receive weapons;
- Orders and maintains supplies for the booking of evidence; and
- Performs other duties as assigned.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or GED. Must possess a valid Texas driver's license and comply with the City of Houston's policy on driving.

EXPERIENCE:

Requires one year of experience in warehousing, shipping and receiving, bookkeeping & inventory control or a related field, preferably in law enforcement and/or a high security environment.

Special Requirement(s): Due to the sensitive nature, high security environment, and value of property and/or evidence impounded, successful completion of a background investigation and polygraph is required.

COMPLEXITY:

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

External Contacts:

Level of external contact is primarily with professionals and supervisors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

PHYSICAL EFFORT:

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Evidence Technician
Senior Evidence Technician
Evidence Technician Supervisor

Effective: January 26, 2008