



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 648.6

Job Title: **SENIOR EVIDENCE TECHNICIAN**

Pay Grade: 15

### **GENERAL SUMMARY:**

Receives, stores, releases, and maintains custody of a wide variety of confiscated property, evidence, and vehicles. Ensures the integrity of and the chain of custody of all seized property and evidence is maintained in accordance with state laws, City ordinances, and departmental policies and procedures.

### **RESPONSIBILITIES:**

- Receives, catalogs, tags and secures property and evidence. Stores property and evidence in designated areas.
- Processes, prepares and performs/arranges the disposal of evidence property in accordance with department policies, including narcotics, firearms and biological items. Destroys all counterfeit property.
- Receives and releases evidence from/to HPD officers, DA investigators and Lab Technicians for court or inventory purposes.
- Processes and organizes items for public auction.
- Prepares and handles 90 days and annual disposition authorization forms.
- Transfers cash and valuables to vault and seized money to the Narcotics Division.
- Performs annual audits of the vault and city owned property.
- Responds to requests and inquiries concerning the release of property, notifies owners when property is available for release, and ensures compliance with departmental policies and procedures,.
- Researches, updates, and modifies database information.
- 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:**

Two years of experience with a law enforcement agency, which includes work related with the procurement and inventory control of supplies and property, are required.

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.

## **SPECIFICATIONS: (Continued)**

### **COMPLEXITY:**

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

### **IMPACT OF ACTIONS:**

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves general scheduling and review of work as a "working supervisor" or lead person.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with the clerical and technical staffs and occasionally with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **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  
SR. EVIDENCE TECHNICIAN  
EVIDENCE SUPERVISOR

*Effective: January 2008*