



## City of Des Moines, Washington

### JOB DESCRIPTION



## DIGITAL AND FIELD EVIDENCE TECHNICIAN-POLICE

Regular, Full-time

**Salary Grade:** Grade G-20  
**FLSA Status:** Overtime Eligible

**Union Status:** Non-Represented  
**EEO Category:** Technician

### Nature of Work

Under the direct supervision of an Investigations Sergeant, the Evidence Technician performs technical work associated with retrieving evidence at crime scenes, managing the property and evidence room and performing complex digital media processing to respond to internal and external requests pursuant to local, state and federal laws and regulations. This position will manage all aspects of body worn cameras to include digital media collection, assignment of devices, equipment maintenance and assist in training the officers who wear them.

### Essential Functions

- Responds to call-outs to assist with crime scenes. Performs crime scene evidence collection and documentation using technical processes to find, collect, store, and catalogs as needed, in accordance to local, state and federal laws.
- Uses a variety of cameras, instruments and other equipment in the search for and collection of evidentiary items; recovers latent fingerprints; photographs scenes; scene measurements for sketches; and packages items preserving evidentiary integrity for criminal prosecutions.
- Produces scene sketches using a variety of instruments, equipment and software **as needed**.
- Submits detailed case report supplemental narratives documenting thoroughly and clearly scene conditions, actions taken, and evidentiary items collected.
- Transport evidence for laboratory examination, documenting locations and chain of custody as required by law
- Transports evidence from substations to station for entry into Evidence
- Conducts training for department personnel in areas of Evidence and biohazard requirements. Conduct public presentations on evidence and crime scene processing.
- Assumes responsibility for the care and legal preservation of all property/evidence under their control; maintains a legally sufficient chain of evidence tracking system; assures all evidence sheets are properly completed; retrieves property/evidence as required for court or review or for return to rightful owner and disposes of property/evidence by returning it to the owner, destruction, or auction upon case clearance in accordance with laws, ordinances, rules and procedures.
- Educates and advises department members on proper handling and packaging of property/evidence placed in police custody; learns, utilizes, and stays current with

evidence collection techniques and equipment and evaluates the storage requirements of all property and stores it in the most appropriate area and manner.

- Maintains the evidence room in an orderly fashion so that items of property/evidence can be easily located and periodically and/or spontaneously audited; orders evidence packing material and patrol supplies.
- Prepares, scans and purges documents and files in compliance with policies, procedures, regulations and public records law; ensures compliance with all applicable policies, procedures, general orders, rules, regulations, and standards; ensures maintenance, availability, confidentiality, and release of records to authorized individuals per established guidelines; initiates any actions necessary to correct deviations.
- Ensures all body worn camera recording footage is properly cataloged and can be easily accessed and cross-referenced with case files.
- Reviews recordings to ensure that sensitive footage is appropriately redacted to protect their privacy and safety in accordance with local, state and federal laws.
- Stores digital evidence based on established retention schedules; purges digital evidence on a regular basis as established by governing RCW's, City and Department policies.
- Maintains storage area and security both on and off-site evidence locations.
- Oversees the maintenance of body-worn camera equipment, assists with inventory and asset logistics and assists with logistics of body-worn camera training and assists with quality assurance of body worn camera audit functions.
- Testifies effectively in municipal, state and/or federal court.
- Completes lab requests for latent, AFIS, WSP crime labs or other laboratories.
- Drives City vehicle(s) as needed to obtain, deliver, process or dispose of evidence.
- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, or other programs.
- Interacts regularly with the leadership team regarding team performance, strategy, metrics and results.
- Prepares reports and correspondence when required.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

## **Necessary Knowledge, Skills, and Abilities**

### *Knowledge of:*

- Principles related to digital forensics and field evidence recovery methods and devices both in office and crime scene settings.
- Evidentiary procedures, packaging, handling and preservation of evidence.
- Law enforcement services and responsibilities.

- Law enforcement terminology, policies and procedures associated with public document retention.
- Modern office practices, procedures and equipment.
- English usage, spelling, grammar composition and punctuation.

*Skill and Ability to:*

- Follow written and/or verbal instructions.
- Work independently and/or with minimal supervision.
- Maintain confidential data, information and accurate records.
- Provide expert, credible testimony in a courtroom setting.
- Provide technical and functional direction to department members to assist with collection and preservation of digital and field evidence.
- Handle multiple tasks and conflicting priorities with confidence and poise in an environment where interruptions can be expected.
- Proficiently operate a computer, including the use of Word, Excel, PowerPoint, Publisher, and Outlook and similar programs.
- Research, analysis, and techniques.
- Effectively deal with employees, management, and the public on a one to one or group basis.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Analyze results, formulate conclusions and present findings verbally and in writing.
- View crime scene photographs and other nefarious images.

**Education and Experience Requirements**

- High school diploma or equivalent and;
- Three years' experience within a law enforcement agency with at least two years of technical experience performing evidence collection or;
- An equivalent combination of education and experience that provides the required knowledge and abilities.
- Proficient in Spillman, ACCESS, CAD, and/or Quadrant information systems, desired.
- Advanced skills utilizing Microsoft Word, Excel, and database record management is preferred.

**Special Requirements**

- Successful completion of pre-employment drug test, polygraph, and intensive background investigation.
- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Must maintain current bloodborne pathogen training.
- Must be able to work variable hours, including nights, weekends, and holidays, if required.
- Must possess or the ability to maintain an active membership in International Association for Property & Evidence (IAPE).
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

### **Working Conditions and Physical Abilities**

- Work is performed primarily in a clean, enclosed, climate-controlled workspace with evidence and testing equipment. Work is occasionally performed outdoors under varying weather conditions. Position requires ability to sit, talk, and hear; frequently requires the use of hands to finger, feel or handle writing utensils, computers, and office supplies, which require repetitive arm, wrist and hand movements. Occasionally requires standing, reaching, balancing, stooping, kneeling, crouching, bending, crawling, and lifting up to 50 pounds. Visits to job sites may require walking on uneven, rocky or rough ground. Employee may be exposed to chemicals while using required protective equipment.

### **Equal Opportunity Employer**

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

### **General Information**

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- **Created in 2021**