



STARKE COUNTY SHERIFF'S OFFICE

SHERIFF JACK ROSA

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KNOX, IN 46534

Evidence Technician

To receive, process, log, secure and store evidence and property received or collected by the Sheriff's Department; to ensure the proper disposition of all evidence and property; to maintain detailed and accurate records; and to perform related duties and responsibilities as required. Receives general supervision from the Sheriff, Chief Deputy Sheriff, or designated supervisory / management staff.

Examples of Essential Functions:

- Receives and stores property and evidence collected by Sheriff's Department personnel.
- Logs evidence and property into custody, and maintains security of evidence and property.
- Admits authorized personnel to view or examine evidence.
- Prepares, ships, delivers and/or picks up property and evidence for laboratory or other analysis as required.
- Releases evidence in the absence or completion of a criminal case, upon determination of legality.
- Coordinates the preparation of evidence for courtroom proceedings with District Attorney's Office staff; duplicates audio/visual tapes, photographs, documents, etc., as needed.
- Schedules and performs the destruction or disposal of contraband, unneeded evidence, or unreturnable property.
- Contacts property owners regarding found property, evidence, etc., and releases evidence and property to owners in accordance with established procedures.
- Maintains accurate and detailed records pertaining to the processing and disposition of evidence and property.
- Coordinates activities with those of other divisions, departments and agencies as appropriate.
- Maintains the cleanliness and order of the evidence storage area and other areas of the department as assigned.
- Performs general clerical duties as required, including but not limited to preparing records and reports, copying and filing documents, answering the telephone, entering and retrieving computer data, etc. Supervises the work of trustees and/or volunteers as assigned.

"LOYALTY AND PRIDE"

Employment Standards:**Knowledge of:**

- Pertinent federal, state and local laws, regulations, codes and ordinances, and County / department policies and procedures.
- Evidence and property handling, processing and storage techniques and procedures.
- Methods of maintaining chain of custody. Rules and regulations pertaining to the handling and disposal of narcotics.
- Record-keeping procedures.
- Modern office practices and technology, including the use of computers for word processing and records management.
- Safe work practices.

Ability to:

- Understand, interpret and apply pertinent federal, state and local laws, rules and regulations, and County / department policies and procedures.
- Maintain a property and evidence records system.
- Skillfully package, handle and store property and evidence.
- Communicate clearly and concisely, both orally and in writing.
- Understand and execute written and oral instructions.
- Maintain the security and confidentiality of specified records, information and files.
- Type or word process at a rate sufficient for successful job performance.
- Use computers effectively for word processing and records management.
- Safely operate office and specialized equipment.
- Perform mathematical computations with accuracy.

Typical Working Conditions:

Work is performed in an office; worker may be exposed to air contaminants, fumes/dust, solvents, violence, above average noise, firearms and explosives.

Typical Physical Requirements:

Requires the mobility to work in an office and field environment. Requires the ability to sit at a desk and intermittently walk, stand, stoop, kneel, crouch, bend, and reach while performing office and field duties; operate a motor vehicle; lift and/or move up to 25 pounds frequently and up to 50 pounds occasionally; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and specialized equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

Minimum Qualifications

Education: High school diploma or GED equivalent.

Additional Requirements: Possession of a valid Indiana driver's license.

This class specification lists the major duties and requirements of the job and is not all inclusive.

Please note this job description is not designed to cover or contain a comprehensive listing of functions, tasks, activities, duties, responsibilities, knowledge, and skill that are required and deemed necessary for all incumbents of this class. Specific functions, tasks, activities, duties, responsibilities, knowledge, and skill may change at any time with or without notice. Incumbents may be expected to perform job-related duties other than those contained in this document as designated by the Sheriff.