

## POSITION DESCRIPTION

<b>POSITION:</b>	<b>EVIDENCE ASSISTANT</b>	<b>CIVIL SERVICE:</b>	<b>YES</b>
<b>DEPARTMENT:</b>	<b>POLICE</b>	<b>FLSA EXEMPT:</b>	<b>NO</b>
<b>DIVISION:</b>	<b>SUPPORT SERVICES</b>	<b>UNION:</b>	<b>NO</b>
<b>REPORTS TO:</b>	<b>POLICE TECHNICIAN</b>	<b>PAY GRADE:</b>	<b>N11</b>

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### **FUNCTION:**

Performs work under direct supervision of the Police Technician; assists with the daily maintenance of evidence, evidence records, and evidence disposition; and perform related work as required within departmental SOP's rules and regulations, and the State Code of Iowa.

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### **SUPERVISES:**

### **EQUIPMENT USED:**

Radios, camera, recorders, fingerprint equipment, computer, chemical hood, downdraft hood, fuming chamber, alternate light source, total station. See division inventory list for detail.

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### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Documents, collects, preserves, analyzes, processes, labels, stores, catalogs, and disposes of evidence;
- Maintains, replaces, and repairs relative equipment; maintains evidence storage areas;
- Testifies in court; participates in warrant searches; evaluates court dispositions involving evidence;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audiovisual materials to become and remain current on the principles, practices and new developments in assigned work area;
- Makes public presentations demonstrating the technical and evidentiary practices to better inform the public about crime scenes, collection of evidence, and the value of their preservation;
- Processes evidence for the presence of fingerprints, blood or other biological substances, and performs drug analysis and identification;
- Manages fingerprint and booking photo files, and criminal disposition files;
- Prepares and transports evidence to the DCI for analysis.
- Processes crime scenes and works with Polk County ME and investigators as needed;
- Attends autopsies for the purposes of evidence collection and documentation;
- Monitors and sets up surveillance equipment; prepares, manages, catalogs, and stores all photographs;
- Prepares materials for various attorneys and investigations;
- Provides evidence related presentations to groups as requested.
- Performs other duties and responsibilities as assigned.
- Obtains and maintains required certifications as determined by the Police Technician, Captain or Police Chief.

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**ENTRY REQUIREMENTS AND SKILLS:**

At a minimum, Associates degree in a related field or a minimum 3 years' experience in maintaining evidence in a public safety field.

Ability to read and understand departmental policies, rules, laws, regulations, and police literature; ability to analyze situations and adopt a quick, effective, and reasonable course of action; ability to express self orally in an effective manner; keen observation and ability to remember names, faces, and details of incidents; ability to deal tactfully with the public; ability to operate a vehicle safely and efficiently; ability to learn the use and care of small firearms

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**REQUIRED SPECIAL QUALIFICATIONS:**

- Must complete Certification as a Crime Scene Investigator through the International Association for Identification within 2 years of hire date.
  - Shall be able to obtain and maintain a valid motor vehicle operator's license issued by the State of Iowa.
  - Shall be able to obtain and maintain any required forensics certifications as determined by the Department.
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**WORKING CONDITIONS:**

- May require working for extended periods outdoors in adverse weather conditions.
  - May be required to sit or stand for long periods.
  - May be exposed to hazardous or unpleasant conditions.
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**PHYSICAL REQUIREMENTS:**

- Must be insurable.
- Must be sighted
- Must be able to hear normal conversation.
- Must be able to speak clearly at normal rate of conversation.
- Must be able to lift 40 pounds above the waist.
- Must maintain regular and reliable attendance at work.