



Evidence Technician

The nationally accredited Loveland Police Department, located in beautiful northern Colorado, is committed to the community policing philosophy. Through our service and community partnerships, we focus on education, crime reduction/deterrence, and traffic safety.

We invite women and men seeking excellence and professional service to apply for the position of Evidence Technician.

DEADLINE: Position will close to applicants at 12:00 pm. M.S.T. on Monday, March 18, 2019. **Apply online at www.cityofloveland.org**

Under general supervision, the Evidence Technician will perform a variety of duties involved in the care, custody, control, and disposal of all evidence, found property, and safe keeping property that comes under the custodial control of the police department. Will maintain both written and computer documentation of all property transactions in order to maintain proper chain of custody.

The salary range for this position is \$ 21.11- \$ 30.63 per hour with a **hiring range of \$21.11 - \$25.87**, depending on qualifications and experience.

OUR POSITION

- Maintains custody of property and evidence, provides for security, protection from damage, ensures safekeeping, transport of evidence and oversees final disposition of property.
- Responsible for enforcing department policy in regards to proper packaging of all items and coordinates with department personnel to correct any inaccurate submissions.
- Responsible for maintaining chain of custody for evidence in the property room.
- Copy video tapes, DVDs and CDs, and thumb drives for the District Attorney, Investigators, Defense Attorneys, and the public while ensuring chain of custody and integrity.
- Operate department computer equipment and software programs to input data, track and review evidence and property records, and research case disposition for future disposal.
- Handle and is responsible for high risk items such as firearms, narcotics, dangerous drugs, biohazards and large sums of money.
- Serve as contact person for officers, court officials, attorneys, other law enforcement agencies and the public regarding property and evidence.
- Work with courts and investigators to ensure timely disposition of evidence and property.
- Research case reports to find lawful owners of lost or stolen property and prepare correspondence to notify owners of property release.
- Properly dispose of evidence no longer needed for case presentation.
- Prepare drug/narcotic/firearm destruction orders and participate on destruction team.
- Testify in court cases relevant to the chain of custody of evidence and Department policies.
- Deliver to and retrieve property from forensic laboratories.
- Prepare court affidavits
- Schedule and conduct court order destructions, disposals, auctions, and deposits.
- Schedule and conduct evidence viewings with attorneys
- Have direct contact with victims, suspects, and others when returning property to appropriate owners.

OTHER DUTIES

Purchase supplies for the Technical Support Unit and Patrol. CCIC / NCIC checks and use of the evidence barcoding system (BEAST). Complete background checks for gun releases. Provide training to officers and other department employees.

OUR CANDIDATE

At least one (1) year experience as an Evidence or Property Technician in a law enforcement agency **or** a minimum of two (2) years of law enforcement clerical experience is required. Forensic training preferred and may be substituted for experience.

High School Diploma or equivalent is required. Prefer college level coursework in fields related to law enforcement and forensics.

CCIC certification and International Association of Property and Evidence certification will be required upon being hired. Must possess and maintain a valid driver's license.

This job announcement is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

The selection process will include oral interviews. Employment offers will be conditional on an extensive criminal background investigation, polygraph examination, psychological examination, and drug screening.

APPLICANTS WHO ARE UNSUCCESSFUL IN THE SELECTION PROCESS MAY APPLY FOR FUTURE OPENINGS.

The City of Loveland is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or sexual orientation. We encourage, value and respect diversity.