

Brunswick County, NC – Classification Description			
Classification Title:	Civilian Evidence Technician	Pay Grade:	TBD
Department:	Sheriff's Office	FSLA:	Non-Exempt Overtime Paid
Date:	09/18/2023		

GENERAL STATEMENT OF JOB

This is a non-supervisory, non-sworn clerical and manual position providing custodial control and maintenance of security for physical evidence and other properties in the possession of the Brunswick County Sheriff's Office. Under supervision, the civilian evidence technician is responsible for completion of various advanced tasks of the assigned Division. ¹The Civilian Evidence Technician will ensure personal compliance with Departmental policies and procedures and the directives of commanding officers. The position reports to the Property and Evidence Lieutenant of Investigations.

SPECIFIC DUTIES AND RESPONSIBILITIES: ESSENTIAL JOB FUNCTIONS

Accurately logging and storing all evidence and found property as it comes in and out to ensure proper chain of custody.

Maintains custody and control of all evidence and found property and the associated records, which includes, but is not limited to currency, property, firearms, and narcotics. Ensures evidence is maintained in accordance with applicable laws, agency policies, and established chain of custody procedures.

Maintains evidence in and out of controlled area to officers for court and investigations. Presents evidence and testifies in court trials as required.

Renders assistance to the public in recovering stored property. Schedule and coordinate property and evidence releases with owners while maintaining communication with Investigators and Deputies regarding authorization.

Perform physical/ manual duties including lifting, carrying, moving shelves, packaging and organizing property and evidence. Including moving property and evidence from temporary storage locations to their permanent storage location in the central Property and Evidence Vault.

Handling and moving items that may require the use of carts, dollies, shelving equipment, or other material-handling equipment.

Assist with audits, inspections, accreditation requirements, policy reviews, and quality-control procedures related to evidence management.

Acts as liaison with Law Enforcement Agencies, such as the United States Secret Service, Drug Enforcement Agency, SBI, FBI, HSI, DA's Office and North Carolina Department of Revenue for evidence related matters. Ability to establish and maintain effective working relationships with the outside organizations.

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Maintain confidentiality of criminal investigations, evidence records, case information, and other sensitive law enforcement information.

Conduct case research to determine eligibility for destruction of evidence including but not limited to vehicles, firearms, miscellaneous property. This includes preparing court orders, processing criminal histories as needed and testifying at hearings to request approval to dispose of property and evidence accordingly.

Coordinate and conduct the lawful disposition of property and evidence, including release, transfer, destruction, or other authorized disposition, which ensuring all required documentation and chain of custody are completed.

Prepare and sort property and evidence approved for destruction, ensuring each item is handled according to the appropriate disposal method and applicable policies.

Involves substantial physical and manual labor in addition to clerical and administrative responsibilities.

Conduct evidence reviews with Prosecutors and Defense Attorneys.

Enters firearm data into the ATF online E-Trace For all firearms received into evidence and found property.

Review, approve and upload all SBI-5 forms and submissions to the North Carolina State Crime Laboratory.

Operate agency vehicles and equipment as authorized and perform transportation of evidence when necessary. Transport evidence to the North Carolina State Crime Lab in Raleigh on a weekly basis for analysis and testing. Retrieves and returns items to the central evidence room and maintains electronic custody files related to this process.

Process and upload deposits to County Finance and Records Management System.

Perform clerical duties associated with evidence and property management, including filing, data entry, record maintenance, scanning, copying and document preparation.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent. Experience in inventory control, property management, operating office equipment and maintaining files and records, strong organizational, and time-management skills are preferred.

SPECIAL REQUIREMENTS

Must possess a valid NC state driver's license.

Must be able to obtain Property and Evidence Certification.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of equipment and machines including a computer, telephone, copier/scanner, vehicle, etc. Must be able to lift or move up to 40lbs.; to climb; have the ability to work with small and large objects; endure long periods of bending, squatting, lifting, reaching, sitting and standing.

Work Conditions: This position will work both indoors and outdoors and maybe exposed to cold, heat, changing weather, loud sounds, adverse sights, and potent smells. May be exposed to potentially hazardous materials or conditions associated with law enforcement evidence and must follow all applicable safety procedures and use appropriate personal protective equipment.

Data Conception: Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to cooperate and communicate with all agency personnel, including receiving direction and instruction from supervisor, for effective performance.

Language Ability: Requires ability to read a variety of policies and procedures, laws, regulations, manuals, etc. Requires the ability to prepare reports, correspondence, records, etc. with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Requires the ability to apply influence systems in managing subordinates; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including law enforcement, legal, personnel, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to use mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use practical applications of geometry and statistics.

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Motor Coordination: Requires the ability to coordinate hands and eyes using office machinery, and other special equipment; to operate motor vehicles.

Manual Dexterity: Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under significant stress when confronted with unusual situations.

Physical Communications: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.