CLASSIFICATION TITLE: Evidence Technician	JOB NUMBER: JP-0109	AFFILIATION: Police Professional Staff Guild
REPORTS TO: Police Professional Staff Supervisor	PAY GRADE: PPSG 06	FLSA STATUS: Non-Exempt

GENERAL SUMMARY

Performs intermediate administrative support work gathering, processing, and identifying evidence in association with law enforcement protocols, managing inventory, and related work as apparent or assigned. Work is performed under the moderate supervision of the Police Professional Staff Supervisor or designee (supervisor). Must be available for call-out during non-business hours.

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Receives, records, secures, preserves, and stores property and physical evidence for use in criminal prosecutions; releases, reorganizes, or disposes of property in accordance with specific guidelines and authorizations to include regional travel to disposal sites as necessary; assures the security of weapons, narcotics, and cash seized; arranges for release of property as appropriate; monitors and updates procedures for evidence collection and storage as laws and techniques for identifying, collecting, and storing evidence evolve.
- Maintains a variety of records, logs, and files related to criminal evidence and related laboratory and chemical analysis; assists with audits of the evidence room as necessary.
- Write accurate, detailed reports to supplement criminal cases regarding evidence collection and chain of custody for items of evidence and testify in court as needed

for reports; prepares evidentiary items for court proceedings; attends and testifies for evidentiary related items in court as needed.

- Compiles data, gathers information, and creates a variety of reports for state agencies, forfeiture reports, National Integrated Ballistic Information Network (NIBIN) testing, and other related and required reports as necessary.
- Meets and maintains qualifications for being a member of the Regional Special Investigations Unit (SIU) and responds to SIU callouts as required; acts as the evidence technician for Tri-City Metro Drug Task Force for two (2)-year periods every four (4) years.
- Attends crime scenes to support SIU to document, photograph, and otherwise collect evidentiary items; collects and documents fingerprints of various individuals for identification purposes, including Major Crime Prints from incarcerated subjects as needed.
- Orders and maintains necessary supplies and equipment; monitors and restocks evidence preparation area as needed; recalibrates and ensures working order of scales and three-dimensional scanning devices (FARO), and other necessary equipment used in the preservation and storage of evidence.
- Coordinates communication and activities with other City departments, various law enforcement agencies and other organizations.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes, and regulations related to assigned activities.
- Rules, methods, and techniques used in processing and preserving physical evidence.
- Basic fingerprinting procedures.
- Use of a personal computer and Microsoft Office Suite software.
- Drug analysis procedures.
- Photography techniques.
- Handling, storage, and disposal of bio-hazardous waste and hazardous chemicals.
- Modern office practices, methods, procedures, and equipment.
- Record-keeping and inventory principles, procedures, and techniques.

Skills and abilities to:

- Receive, record, transport, ship, secure and store physical evidence.

- Learn to interpret, apply and explain laws, codes, regulations, policies and procedures.
- Understand and follow oral and written directions.
- Maintain records and files.
- Take and view crime scene photographs that include very graphic material. This may include exposure to child pornography.
- Work confidentially with discretion.
- Understand and work within scope of authority.
- Identify, collect, preserve, and store bodily fluids and physical evidence items, to include biohazard items.
- Utilize evidence processing procedures that may include fingerprint powders and/or fuming chemicals.
- Lift and carry objects to storage locations some of which are accessible by ladder.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, detailed, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities, and meet deadlines.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Provide continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality customer service.

SPECIAL REQUIREMENTS

- Obtain International Association for Property and Evidence (IAPE) or equivalent Certified Property and Evidence Specialist Certification within eighteen (18) months of hire and maintain throughout employment.
- Valid driver's license.

EDUCATION AND EXPERIENCE

High school diploma or GED and three (3) years of experience in evidence processing and database tracking including one (1) year experience in an office setting.

COMPETENCIES

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below 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.

This work requires the regular and punctual attendance at the office or other assigned work locations; work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines,

operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and working with explosives; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization *(for Archive)*

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

Human Resources Director	**Date** 7/7/2026
Department Head	**Date** 7/7/2026
City Manager or Authorized Designee	**Date** 7/8/2026