

## **Hendricks County** **Job Description**

**Title:** Evidence Tech

**FLSA:** Non-Exempt

**Department:** Investigations Division

**Pay Band:** SAM 6

**Supervisor:** Investigations Division Commander

### **PURPOSE OF POSITION:**

Provide the investigation and documentation of forensic evidence resulting from criminal acts.

### **ESSENTIAL FUNCTIONS:**

- Provide forensic support to Detectives and Officers at the crime scene.
- Maintain the security, confidentiality and continuity of physical evidence for use in trials.
- Receive, record and maintain physical custody of evidence in the evidence room.
- Planning for and the continuous acquisition of supplies to support the Department's forensic activity.
- Assist in policy and procedures writing for dark room, evidence handling and crime scene investigations.
- The establishment of training seminars with local police and other agencies.
- To conduct orderly and systematic periods of technical instruction with Department enforcement personnel.
- Making public contacts for the purpose of enhancing the Departments technical image.
- Offer recommendations for the upgrading of equipment, and offer suggestions as necessary for policy and procedure realignment.
- To respond to all request for crime scene support from the Investigations Commander, Sheriff, and Colonel.
- Evidence handling and transportation physical evidence from the crime scene to the laboratory for examination, or the Hendricks County Sheriffs Department according to Departmental Standard Operating Procedures and Laboratory Policies.
- Enforce all criminal laws pertaining to warrants for crime scene etc.
- Maintain Sheriffs Department evidence storage room.
- Maintain all records thru the BEAST (Bar-coded, Evidence, Analysis, Statistics, Tracking) for proper custody issue and transport.
- Maintain Sheriff's Department darkroom equipment, files etc.
- Take proper studio I. D. photos for department and employee files.

- Transportation, security, disposal and record keeping associated with all types of physical evidence.
- Ensure safe work practices and a safe work environment.
- Process crime scenes that may include strong odors, blood, mangled/dismembered bodies, decayed bodies, putrefaction of bodies and air-borne/blood-borne pathogens.
- Maintain crime scene van for routine maintenance (oil, change, brakes, tires etc.) and keep supplies fully stocked, plus keep all batteries charged and functional on all equipment.
- Reconstruction, identification, collection and preservation of physical evidence from crime scenes.
- Work in cooperation with officers of other Police and Public Safety Agencies at scenes of major crimes.
- Crime scene photography and photography related to other investigative areas.
- Attendance at autopsies and documentation of forensic evidence and photography.
- Preliminary examination of evidence for establishing probable cause (structured examinations).
- Assist in the photographs, identification, collection and preservation of evidence at traffic accidents when requested.
- Present physical evidence and offer supportive testimony to prosecutors, grand juries, and trial courts.
- General maintenance of crime scene equipment, darkroom equipment and property room equipment.
- Conduct forensic training seminars for area police departments.
- Maintain liaison with area police departments by actively pursuing forensic communication with them.
- Initiate individual training contacts with Deputies in order to increase their forensic and technical knowledge.
- Maintain appropriate records for the proper introduction of evidence in court.
- Make public appearances for the purpose of enhancing the Department's forensic image.
- Carry out additional duties within the area as required by the area laboratory manager.
- Perform general police duties as required.

#### **NON-ESSENTIAL FUNCTIONS:**

- Write case reports and property receipts.
- Performs other duties as assigned.

## **EDUCATION AND QUALIFICATION REQUIREMENTS:**

- High school diploma or GED equivalent.
- Ability to receive documented training each year and successfully meet a minimum standard of performance and/or knowledge. These areas include but are not limited to the following: weapons qualifications in handgun; expandable baton; defensive tactics; Taser; OC spray; handcuffing; use of force (force continuum).
- Knowledge of Department policies and procedures.
- Working knowledge of search and seizure and rules of evidence.
- Must be able to operate 4x5, 35mm and digital cameras.
- Ability to adapt to ever-changing and varying priorities and extreme levels of stress that is associated with them.
- Ability to maintain a high degree of confidentiality.
- Knowledge and understanding of Federal and State laws that apply to crime scene processing, preservation, and collection.
- Knowledge of and ability to maintain understanding of ever-changing Federal and State Court rulings applying to Crime Scene processing, preservation and collection.
- Knowledge and proficiency in general office administration, including filing and proper record keeping.
- Ability to effectively, tactfully and professionally interact with citizens at crime scenes.
- Must be available any time for a call out.
- Ability to communicate effectively with elected officials, other staff, personnel, inmates and the citizens of Hendricks County in both verbal and written form.
- Excellent leadership skills to direct and coordinate manpower at a crime scene.
- Ability to pass with at least 70% the Integrated Crime Scene Investigators School at the Indiana Law Enforcement Academy.
- Ability to obtain and maintain a valid vehicle operator's license.
- Ability to successfully complete CPR/First Aid Certification.

## **RESPONSIBILITY:**

Responsibilities of the Crime Scene Investigator are complex and broad in scope and are not always repetitious in nature. The Crime Scene Investigator works independently of other staff and decisions and judgments are made upon his discretion. He makes decisions regarding the evidence preservation /collection at a crime scene plus responsibility to prosecutor's office for proper procedures for conviction, and has to follow proper guidelines for lab submissions.

**WORKING RELATIONSHIPS:**

Working relationships are with the Circuit Court, Superior Courts, Jail Supervisors, Hendricks County Court Officials, Court officials from other Counties, Officers from Sheriff's Enforcement and Detective Divisions, Sheriff's front office personnel, officers from other agencies, jail staff from other agencies, hospital staff, pathologist, Prosecutors office, medical personnel, DEA, Federal –Special Agents, vendors on crime scene supplies. The purpose is to relate to and receive information that is vital for effective and efficient investigations, such as, but not limited to, lab submissions, warrants, medical records etc. and explain the facts of a case in the court of law.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Majority of the work is performed in both office and field environments, at irregular hours and in all kinds of weather conditions and adverse conditions for long periods of time while involved in investigations. Exposure to dangerous conditions in both field and office of the following: air-borne/blood-borne pathogens, needles, knives, blood, electricity, loaded firearms, AIDS, hepatitis, morgue dangers, exposure to bodily fluids, fire debris, dealing with a hostile and unruly victims or criminal suspects.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of the Evidence Tech at the Hendricks County Sheriff's Department describes the duties and responsibilities in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
**Applicant/Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**