



## EVIDENCE TECHNICIAN

### Position Description

<b>Department:</b>	Police Department	<b>Reports to (Title):</b>	Deputy Chief of Police
<b>Probationary Period:</b>	Six Months (6)	<b>Supervision:</b>	N/A
<b>Pay Grade:</b>		<b>Classification:</b>	Non-Exempt
<b>Hours/Week:</b>	40 hrs. per week	<b>Effective Date:</b>	December 23, 2024
<b>Type of Position:</b>	Hourly	<b>Revised Date:</b>	December 23, 2024

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the City of Lovington are expected to adhere to the following:

- Uphold all principles of confidentiality and respect of all colleagues to the fullest extent
- Adhere to all professional and ethical behavior inherent to the Law Enforcement and Public Sector standards
- Interact in an honest, trustworthy and dependable manner with all citizens and employees of the City of Lovington
- Possess cultural awareness and sensitivity

### POSITION PURPOSE

The purpose of this position is to perform a wide variety of specialized and technical non-sworn law enforcement duties in support of the Lovington Police Department operations and service including crime scene investigations, processing, and identification of forensic evidence.

### ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Identify, document, preserve, and collect evidence at crime scenes in support of other personnel
- Perform photography duties as requested. Process and complete fingerprint examinations submitted by personnel from crime scenes.
- Dictate and/or write reports regarding investigations
- Complete evidence vouchers for evidence or property collected; log and maintain evidence or property booked into evidence
- Be able to give credible testimony
- Perform all work duties and activities in accordance with City of Lovington policies and procedures
- Other duties as assigned



## MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- One (1) year direct work experience
- Education:
- High School Diploma or GED
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Read, write, speak and comprehend the English language
  - Must be extremely detail oriented and able to organize and prioritize work assignments
  - Must be able to understand and follow oral and written directions
  - Must be able to communicate clearly and concisely, both oral and in writing
  - Establish and maintain effective and professional working relationships with those contacted in the course of working in this position.
  - Must be able to work odd hours or overtime on occasion
  - Must be able to able to travel, sometimes overnight
  - Ability to work standard office equipment
  - Ability to analyze and correct money errors
  - Possess a high level of customer service at all times

## PREFERRED QUALIFICATIONS

- Post-Secondary course work in criminal justice or related field
- Working knowledge of legal terminology and court procedures
- Bilingual skills in the English and Spanish language

## WORK ENVIRONMENT



**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee will be required to perform computer work requiring data to be entered accurately at a speed necessary for successful performance of this job. This employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be times where this position works in inclement weather conditions. There may be prolonged periods of standing, reading, as well as driving or riding in transport vehicles. Some possible exposure to fumes, airborne particles, and toxic or caustic chemicals; some exposure to moving mechanical parts; public contact; the noise level in the work environment is usually moderate but may be very loud due to sirens, etc. Normal vision abilities are required with or without correction as is hearing in the normal audio range with or without correction. The employee must occasionally lift and /or move up to 25 pounds.

**Mental Demands:** There are a number of deadlines associated with this position. The employee must also multi-task with a wide variety of people on various and, at times, complicated issues.

***Disclaimer:*** *The information in this position description has been designed to indicate the general nature and level of work performance<sup>3</sup> by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*