

**CITY OF HAINES CITY  
JOB DESCRIPTION**

**DEPARTMENT: POLICE  
REPORTS TO: ADMINISTRATIVE DIVISION COMMANDER**

**EVIDENCE TECHNICIAN**

**GENERAL DESCRIPTION**

Under the supervision of the Records and Property Manager, receives, logs, inventories, controls, and distributes evidence, narcotics, monies, firearms and property. The employee performs routine clerical work. Work is performed with a high level of confidentiality and is reviewed through observation and written reports for adherence to established guidelines, policies and procedures.

**ESSENTIAL FUNCTIONS**

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Acts as custodian of the Property and Evidence Division.

Sorts, files, transports, tags, stores, and inventories evidence, firearms, weapons, contraband, miscellaneous property, and monies.

Processes and files incoming, returned, and outgoing property records; returns property to rightful owners.

Prepares and inventory accurate lists of guns, firearms, and narcotics to be destroyed and monies for deposit; prepares crime lab submissions.

Stores and disposes of narcotics and destroy evidence pursuant to Florida Statutes.

Orders and distributes expendable items to Police Department personnel.

Responds to in-person and telephone inquiries; provides information; directs callers.

Enters and updates information in manual or computerized records and files; operates a computer, typewriter and other inventory devices.

Prepares and/or execute court orders; issues evidence; may be required to provide testimony in court.

Responds to crime scenes to assist in inventorying, packaging, and transporting evidence.

Performs related non-essential duties as required.

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**MINIMUM QUALIFICATIONS**

**KNOWLEDGE, ABILITIES, SKILLS:**

Ability to maintain concise and accurate records. Ability to establish and maintain effective working relationships with superiors, law enforcement personnel and the general public. Ability to communicate effectively orally and in writing. Ability to understand and follow complex instructions. Knowledge of Florida Statutes pertaining to the confiscation, preservation and destruction of evidence and property. Knowledge of inventory control procedures and of modern office practices, procedures and equipment. Skill in the use of modern office equipment. Must be physically capable to perform essential functions as required.

**TRAINING AND EXPERIENCE:**

High School Diploma/GED and coursework in property and evidence function; supplemented by four (4) years of clerical work in law enforcement. Must obtain certification as an evidence and property technician from the International Association of Evidence and Property. Applicant must pass a background investigation and polygraph.

**SPECIAL REQUIREMENTS:**

Must have a valid Florida Dr. License.

Revised December 2006