

## EVIDENCE TECHNICIAN

Code No.: 6-05-012

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a civilian position in a town police department encompassing two distinct areas of responsibility. The employee takes identification photos and photographs of crime related subject matter, and processes the film, utilizing a fully equipped photo lab. Of equal importance is the maintenance of an inventory control system for all property retained as evidence or recovered in the course of police work. The employee may be required to lift items weighing 20 - 30 pounds. General supervision is received from a Police Captain or other officer. Supervision of others is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Processes, stores and maintains inventory records on all property obtained by the police department in the course of its' duties;

Researches case files to determine if property can be returned or disposed of;

Communicates with citizens, court personnel, lawyers, insurance companies, etc. regarding property and photographs;

Checks citizens' identification to verify accuracy of information;

Photographs and thumb prints citizens and prepares laminated identification cards used on instant-type camera machine;

Collects and records fees for identification cards, prints and slides;

Photographs crime and accident scenes and items relative to accidents, crimes and victims, such as damaged and disturbed property, injuries, bodies and other evidence;

Processes black and white or color film for development into prints and slides;

Maintains files of prints and negatives;

Ensures photographic equipment is maintained in good condition;

Orders and maintains inventory of photographic supplies;

Types simple forms and correspondence;

Logs, copies, distributes, and files crime reports;

Prepares monthly reports for property room and photo lab;

Produces demonstration and training films, utilizing audio and video equipment;

Coordinates a film and equipment library for officers conducting public service or training programs;

May take and process fingerprints.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the proper and safe handling of evidence and weapons; thorough knowledge of photographic techniques and equipment; thorough knowledge of color and black and white film processing of prints and slides; good knowledge of inventory procedures; good knowledge of audiovisual communication techniques and equipment; good knowledge of the taking and processing of fingerprints; ability to adhere to standards for the safe handling and preservation of evidence and property; ability to type simple forms and letters; ability to compose simple correspondence; ability to deal effectively with staff and the citizens; ability to follow oral and written instructions; ability to communicate clearly and accurately; ability to maintain basic records and files; ability to organize and plan daily activities; ability to make decisions; ability to follow through on existing procedures; neatness; courtesy; integrity; thoroughness; assertiveness; initiative; good judgment; accountability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus, EITHER:

- (A) Three (3) years of full-time or its part-time equivalent professional experience in photography and color and black and white film processing; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or certificate in photography, audiovisual technology, audiovisual communications or closely related field, and one (1) year of professional experience in photography and color and black and white film processing; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or certificate, or the satisfactory completion of 60 semester credit hours in photography, audiovisual technology, audiovisual communications or closely related field, and the satisfactory completion of a regionally accredited or New York State registered one (1) year course in professional photography, including work in color film processing; OR,
- (D) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in photography, photographic illustration, audiovisual technology, audiovisual communications or closely related field, which shall have included a minimum of 12 semester credit hours course work in photography and color and black and white film processing; OR,
- (E) Any combination of training and experience as defined within the limits of (A) - (D).

SPECIAL REQUIREMENT:

Possession of a valid New York State Operator's license, Class \*5\*.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: May 27, 1982