



# CITY OF OMAHA CLASS SPECIFICATION

## CLASSIFICATION TITLE: EVIDENCE TECHNICIAN

BARGAINING UNIT: [CIV BARGAINING](#)

CODE NUMBER: 5640

PAY RANGE CODE: [03145](#)

REVISION DATE: 10/17/17

### **NATURE OF WORK:**

This is responsible work in the day-to-day operation of evidence processing at the Omaha Police Department (OPD). Work involves the receipt, accountability, safekeeping, inventory, and release of items of evidence such as firearms, drugs, hazardous materials, blood stained clothing, and money. An employee in this classification works with independence; however, general supervision is received from an assigned supervisor.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Receives, records, and labels items taken as evidence and maintains a chain of custody in the software program.

Prepares items of evidence for storage and stores them in designated locations according to storage preservation requirements set forth by the Commission on Accreditation for Law Enforcement Agencies (CALEA) and OPD standards, policies, and procedures.

Receives, records, and releases items of evidence according to requisition.

Prepares, copies, and distributes reports on a daily, weekly, and monthly basis.

Retrieves evidence from property areas for police officers, prosecutors, outside law enforcement agencies, forensic and lab personnel, other authorized individuals, and the general public.

Assists with making money deposits on unclaimed and forfeited monies.

Destroys items of evidence as directed per OPD policies and procedures.

Transports items of evidence from the crime scene or drop boxes to the evidence storeroom or a laboratory for court testing.

Testifies in court regarding matters related to evidence on behalf of the department.

Receives and responds to citizen inquiries regarding matters of evidence.

Assists with internal audits and audits done by CALEA.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of computer inventory systems, storage, procedures, and other procedures relating to the operation of the evidence/property unit.

Knowledge of the methods of securing evidentiary items and the proper procedures of the handling of items of evidence for use in court proceedings.

Knowledge of the legal chain of custody relating to evidence.

Knowledge of safety procedures involved in the processing and storage of evidentiary items.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with administrative officials, police officers, and the general public, occasionally involving adversarial or stressful interactions.

Ability to organize, compile, and maintain accurate departmental records.

Ability to prepare clear, concise, and accurate reports.

Ability to maintain confidential records.

Ability to perform basic mathematical computations to include addition, subtraction, multiplication, and division.

Ability to complete multiple projects in a timely manner.

Ability to understand and follow or written or oral instructions.

Ability to adhere to safety policies, guidelines, and procedures.

Ability to sit, stand, or walk from 50 to 75% of the time; and to reach, push, pull, lift, squat, or kneel from 25 to 50% of the time.

Ability to use from fifty (50) to seventy-five (75) pounds of force occasionally, from twenty-five (25) to fifty (50) pounds of force more frequently, and up to twenty-five (25) pounds of force constantly to move objects.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school graduation or its equivalent

AND

Two (2) years of experience in a law enforcement evidence room environment or in a complex inventory system.

**SPECIAL QUALIFICATIONS**

Must possess and maintain a valid motor vehicle operator's license from the time of appointment.

Must submit to a criminal and credit history background investigation.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily indoors in a storeroom setting. An incumbent in this position is periodically exposed to unpleasant odors and such items as blood stained weapons or items of clothing, drugs, biohazard items, and money.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer  
Telephone

Copier  
Scanner

Printer

Previous Revision Date(s):