



Eastern Band of Cherokee Indians

EVIDENCE TECHNICIAN

Position Description

Program:	Cherokee Indian Police Department	Reports to:	Lieutenant – Investigations
Division:	EBCI Law Enforcement	Position Number:	910342020; 910342021
Classification:	Non - Exempt	Revision Date:	10/01/2022
Pay Level:	9	Safety Sensitive:	No

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

The Evidence Technician is part of a team that provides critical technical and operational support to the Cherokee Indian Police Department (CIPD). Evidence Technicians maintain a secured repository and control for all evidence recovered, received, and/or impounded by the CIPD personnel and/or other Law Enforcement Agencies for future use in court, laboratory testing, or other disposition. The Evidence Technician will be highly responsible for work in the acquisition, receipt, control and distribution of evidence related material, as well as abandoned and recovered properties. Evidence Technicians spend sixty-five percent of the time performing duties that involve the collection, examination, preservation, documentation, preparation, or analysis of human tissues or fluids or physical evidence having potential biological, chemical, or radiological hazard or contamination, or use chemicals, processes, or materials that may have carcinogenic or health damaging properties in the analysis of said evidence. The Evidence Technician will be responsible for maintaining a complete inventory for all evidence and property submitted and disposed of in compliance with applicable Tribal, State, and Federal laws.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Ensures that incoming property/evidence is packaged in accordance with agency guidelines.
- Receives, classifies, labels, stores, safeguards, inventories, returns, and controls evidence and property and releases items to officers, court personnel, the crime lab, the general public and others using established protocols.
- Safely handle and securely store firearms, lethal weapons, and/or illegal drugs; apply State and Federal laws and guidelines regulating the storage and disposal of hazardous biological or environmental substances, toxic chemicals, explosives and drugs.
- Preserves electronic records, paper records, and chain of custody information for all property/evidence taken in to custody.
- Maintains integrity, security, custody and control over all property and evidence seized until a disposition through the criminal justice system has been reached.
- Maintains the property and evidence storage areas in compliance with established internal procedures.
- Assists in building security and access control to secure storage areas.
- Utilizes computerized data entry equipment and various word processing, spreadsheet, database and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary.
- Responsible for the returns and dispositions of property/evidence are legal and accurately documented.

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- Package, store, and/or dispose of hazardous, biohazardous (body fluids, blood stained material), corrosive acids/bases, and flammable materials.
- Responsible for completing an annually inventory of all evidence and property in compliance with internal protocols.
- Maintain current knowledge of Federal, State, and Tribal laws related to property/evidence management.
- Provides technical guidance and training to officers and professional staff on various aspects of evidence processing and procedures including search, protocols, packaging, and proper completion of paperwork.
- Inspects packing supply inventories to ensure adequate quantities are available and completes requisitions for supplies as needed.
- Transports items to and from other agencies or laboratory facilities following proper procedures and protocols.
- Coordinates with external laboratories for items to be sent to for scientific analysis.
- Conducts internal audits following established agency protocols.
- Responsible for returning evidence and / or property to owner upon receiving a Court Order or Judgement to release any evidence.
- Review reports with a high attention to detail and accuracy.
- Serve as Agency STIMS administrator for the North Carolina State Crime Laboratory.
- Serves as agency administrator for the North Carolina State Crime Laboratory website.
- Will be responsible for verifying the Return of Property form is filled out accurately and all necessary documents are obtained upon releasing of property.
- Will be responsible for following proper "Disposal Procedure" of all evidence that is Court Ordered to be destroyed.
- Assists with the transfer of money to the Finance Department upon forfeiture of conviction.
- Responds to inquiries from internal and external personnel and prepares a variety of correspondence, reports, and records.
- Compiles, records, and provides internal reports.
- Testifies in the appropriate forum: court, deposition, and/or hearings regarding the chain of custody and identification of evidentiary items.
- Ability to maintain effective working relationships with co-workers, supervisors and other law enforcement agencies.
- Work independently and as part of a team, manage time effectively, and handle multiple tasks with time sensitive deadlines.
- Will be required to work evenings, nights, weekends, and rotating on-call schedule.
- Responds to both scheduled and emergency call-outs.

Scope of Supervision:

This position is supervised by Lieutenant Investigations. This position is not responsible for supervising others.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	One (1) year of related experience required. Experience to include inventory control, loss prevention, shipping and receiving experience. Strong computer skills, with comprehensive knowledge of Microsoft Office programs, including Excel and Access is preferred.
Education:	High School Diploma or GED Equivalent required.
Licenses & Certifications:	Valid, insurable NCDL is required. Must be at least 21 years of age as criminal evidence is handled. Must obtain CPR/First Aid Certification and Naloxone Certification within 3 months of hire. Must obtain CJIS Security Certification within 6 months of hire. Cannot have any misdemeanor convictions in the last five years; no domestic violence convictions, pending criminal charges or felony charges. Candidate must pass a written and practical exam as part of the application process.

KNOWLEDGE, SKILLS, & ABILITIES

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Key Job Knowledge:

- Ability to maintain a neat and orderly work environment.
 - Apply research/analytical skills to identify problem areas and make recommendations for program improvement.
 - Considerable knowledge of the principles and practice of inventory control and record keeping
 - General knowledge of workplace safety practices and procedures including OSHA blood-borne pathogens standards.
 - General knowledge of the use and application of the Division of Criminal Information Network and National Crime Information Center databases.
 - Ensures proper packaging and complete documentation of property/evidence items submitted.
 - Enters and maintains evidence and property information into a computerized records management system.
 - Maintain and update documentation with tracking information for all property and evidence.
 - Safely transports evidence to and from multiple internal and external locations such as other agencies, court, and/or laboratory facilities.
 - Handle, store, wrap, package, and ship all types of evidence and hazardous materials.
 - Arrange and document interim releases and returns of evidence for court, lab analysis, or investigative purposes
 - General knowledge of workplace safety practices and procedures including blood-borne pathogen standards.
 - Ability to manage multiple tasks and deadlines simultaneously.
 - Must be skilled in the use of a wide variety of office equipment.
 - Must have computer skills and be familiar in the use of Microsoft Office applications.
 - Considerable knowledge of Federal, State and local laws relative to criminal investigations and the custody of evidence.
 - Ability to review reports and legal documents with a high attention to detail and accuracy.
 - Understanding of legal terminology as it applies to the various forms, requests, and authorizations received from the Attorney's Offices, Public Defender's Office or private attorneys and interpretation of criminal histories.
 - Demonstrates respectful attitude towards citizens regarding the release of property. Ability to follow written and oral instructions.
 - Ability to communicate effectively, in writing and verbally, and present information to people in a clear and concise fashion.
 - Effectively communicate operations and problem solve issues for staff and the public.
 - Ability to effectively communicate with officers and investigators in the process of releasing evidence for court review as well as daily communication regarding evidence packaging, paperwork and general evidence procedures.
 - Provides training to new and existing personnel on issues related to safe and proper evidence packaging and storage.
 - Coordinates with external laboratories for scientific analysis of items.
 - Act as a liaison for property and evidence matters within and outside the organization.
 - Maintains close working relationships with officers, support personnel, representatives from other agencies, and U.S. Attorneys.
 - Must be able to work independently and as a team member.
 - Ability to work without direct supervision and exercise initiative.
 - Communicates with officers and County courts to dispose of evidence that is no longer required to by Tribal, State and Federal statute to be held.
 - Conducts extensive research and cross-reference in multiple jurisdiction scenarios for disposal of property no longer needed for evidentiary purposes.
 - Ensures that all releases and dispositions of property/evidence are legal and properly documented.
 - Communicates the various returns processes for Tribal, State, and Federal compliance to internal personnel and the public.
 - Coordinates and schedules returns with all required personnel.
 - Coordinates with outside sources to dispose of sensitive items such as guns and drugs.
 - Ability to apply interpretation of laws to specific situations.
 - Employee may be subpoenaed to multiple court jurisdictions and must be available to testify.
 - Provides clear and concise court testimony regarding any evidence that has been under the control of the CIPD Property and Evidence Division.
 - Ability to effectively demonstrate to the court that evidence is not altered and can be positively identified from all other items of similar appearance.
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- Ability to be articulate and professional during court testimony.
- Will be required to research, read, and/or interpret legal documents.
- Ensures proper transfer of evidence protocols are followed when transporting evidence to and from laboratories or other agencies.
- To perform this job successfully the applicant must be able to perform all essential functions and effectively handle stressful situations.
- Employee must exercise initiative and independent judgment in processing property and maintaining inventories and will be evaluated in terms of efficiency and effectiveness of evidence and property control programs.
- Must be highly trustworthy and willing to submit to a polygraph.
- Must maintain all job-related certifications while employed.
- Six (6) to nine (9) months would be necessary to become proficient in most phases of the job.

Safety/Accuracy Focus:

Computer entries and records must be accurate and well maintained, as information is utilized by the court, department personnel, Federal, State and local agencies.

Key Relationships:

Interact with internal and external customers / clients in a polite and professional manner. Has daily contact with Law Enforcement and Court Personnel. Has frequent contact with the public both in person and by phone. Other contacts include Federal, State, and County Agencies. The nature of the work requires a high degree of courtesy and business etiquette to maintain positive working relationships.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes.

Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. Requires higher than average discretion due to the amount and nature of information. Has access to criminal records, Department of Motor Vehicle information, juvenile cases, NCIC/DCIN data, and a variety of sensitive internal information which is considered highly confidential and should only be disclosed to authorized personnel. Ability to use complex criminal records databases and department-specific applications. Ability to maintain evidence files, memos, juvenile information, crimes, and charges which are all considered highly confidential. Must adhere to the Tribal Non-Disclosure/Confidentiality Agreement as well as the policies external agencies to access external databases.

Complexity of Duties:

This position includes completing tasks of varying complexity levels. Must be able to manage multiple tasks while meeting all necessary work objectives. Accuracy and efficiency is essential. Ability to distinguish between critical and non-critical concerns and prioritize tasks accordingly. Ability to use planning, scheduling, and status-evaluating techniques to ensure timely completion of assignments. Certain duties are performed independently with review from superiors.

PREFERRED QUALIFICATIONS

No other preferred qualifications.

WORK ENVIRONMENT

Work Environment: This position can involve exposure to various hazards in the work environment. Potentially hazardous environment with moderate physical demands. Exposure to variable temperatures, strong unpleasant odors, dust, pollens, chemical irritants, and other toxic substances which can cause death. Handling infectious bio-hazardous materials such as blood, urine, and semen which might cause chronic disease

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or death. Handling disturbing items such as homicide evidence. Will be required to wear Personal Protective Equipment and/or work wearing other restrictive gear. Work with human remains and/or other biological materials. Work in a secured, close circuit, secluded or confined environment. Routinely handle hypodermic syringes, guns, and explosives. Willing to work in an enclosed office environment while performing stressful job duties. May have to work in situations with hostile individuals. Travel may be necessary.

**Mental/Visual/
Physical Effort:**

Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis. Recurrent lifting of packages and/or objects in excess of fifty (50) pounds may occur. Mental efforts: High levels of concentration to handle multiple cases, projects, customers, and other demands. Ability to read and comprehend technical procedures, policies, instructions, legal codes, memos, letters, and summaries. Ability to perform mathematical functions. Physical Demands: Considerable physical exertion such as pushing, pulling, balancing, grasping, walking, stooping, reaching, twisting, climbing stairs and ladders, standing or sitting for long periods of time, speaking clearly, hearing, visual acuity, color acuity, and manual dexterity, may occur. Work entails long hours including nights, weekends, and holidays. Subject to frequent interruptions, both by phone and in person.

OTHER

Confidentiality:

All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.

**Background
Investigation:**

All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."

Drug Screening:

All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance 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.

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ACKNOWLEDGMENT

I have reviewed the content of the **Evidence Technician** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date