



**ORGANIZATION:** City of Lincoln City  
**JOB TITLE:** Evidence Technician  
**FLSA STATUS:** Non-Exempt, Grade 17  
**UNION:** LCPEA  
**UPDATED:** August 2018

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**PURPOSE OF POSITION:** Responsible for the secure storage and tracking of evidence procured in the investigation of crimes, for property seized in relation to criminal investigations, and for lost property deposited at the Lincoln City Police Department. The Evidence/Property Custodian may be subpoenaed into court to testify to the chain of custody of evidence.

**ESSENTIAL JOB FUNCTIONS:**

Ensure the security and integrity of the property/evidence storage room, the Gun Room, and the Homicide Room.

Retrieve evidence, packaged and labeled according to Department Policy, placed in temporary lockers by officers and/or detectives.

Assists Detective/Officers with evidence processing on scene during major case investigations.

Use the Property Control Form to assign location to evidence stored in the secure Property/Evidence Room, and track evidence/property removed from or returned to storage.

Package and mail evidence to the Oregon State Forensic Laboratory to be tested as indicated.

Release property to victims, suspects, or legal owners.

On a regular basis, purge property/evidence according to Department Policy. On occasion travel by vehicle to the District Attorneys Office in Newport to review case records for disposition of evidence.

Fingerprinting of city employees and the general public.

Create purchase orders for supplies, equipment and services used by the department. Order supplies, equipment and services as needed and if necessary finding the sources for supplied need. Upon receipt of supplies and equipment process the invoices for payment by accounts payable.

Act as backup to Police Secretary during his/her absence and other times as directed by the Chief of Police.

Facilitate annual inspections of department fire alarms, smoke detectors and fire extinguishers including monthly inspections of department fire extinguishers. Coordinates annual fire extinguisher training for department members.

Deliver and pick up holding cell blankets for laundry services.

Responsible for the daily mail delivery between the police department and City hall.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Respond to questions from the public and Department staff. Take messages or refer to others as circumstances indicated. Contact other departments or outside persons/organizations to secure/relay information and/or follow up on various requests.

Follow all safety rules and procedures for work areas.

**AUXILIARY JOB FUNCTIONS:** Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Two years experience in an office or financial setting, inventory or related field or one year of handling property in law enforcement. Equivalent to high school education supplemented and one year of experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Good moral character as determined by a thorough background investigation. Understanding of confidentiality. Possession of a valid Oregon Driver's License at time of employment. Ability to work appropriately with unpleasant weapons, evidence and bodily fluids.

**SPECIAL REQUIREMENTS/LICENSES:**

**DESIRABLE REQUIREMENTS:** Knowledge of specific word-processing, spreadsheet and database software utilized within the department. LEDS certification.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 50 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment. Ability to work in a restricted area with limited ventilation.

**WORKING CONDITIONS:** The noise level in the work area includes telephones, personal interruptions, background noises, and occasional police emergencies. Potentially stressful conditions with frequent interactions with an irate public, and on occasion being exposed to a safely secured violent crime scene when working in the field on major investigations.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a typical function assigned to this position.

**SUPERVISION RECEIVED:** Works under the general supervision of a Police Sergeant.

