Position Title: Digital Evidence Technician
Department: Police Department
FLSA Status: Non – Exempt / Hourly
Salary Grade/Range: Grade: G Range: $22.02 - $23.36
Supervision: Crime Scene / Evidence Supervisor
Last Reviewed: 11/8/23

Job Summary

Under the direct supervision of the Crime Scene/Evidence Property Supervisor, this non-sworn position is responsible for providing technical assistance with downloading, securing, maintaining, and storing all digital recordings created by the La Vergne Police Department. The position also includes evidence room management and all related duties such as, but not limited to, property receiving, processing and storage, and disposal.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitor compliance in the use, upload, storage, and retention requirements set forth by La Vergne Police Department General Orders and the City of La Vergne Records Retention Policy. This position will report to the Crime Scene/Evidence Property Supervisor.
- Download, secure, maintain, and store digital recordings
- Prepare copies of digital records to fulfill open records, court proceedings, and administrative requests ensuring the redaction of confidential information in compliance with applicable laws, policies, and procedures.
- Upload digital records to various judicial information management systems to support future court proceedings.
- Maintain knowledge of open records laws to properly fulfill requests for digital recordings while ensuring the redaction of confidential information
- Testify in court when necessary
- Assists in the audits of multimedia evidence, as directed, to ensure compliance with applicable laws, policies, and accreditation standards.
- Assists the city’s PIO (Public Information Officer) and other staff members in providing multimedia evidentiary and non-evidentiary materials for release in compliance with applicable laws, policies, and procedures.
- Assists with policy and procedure development regarding the implementation and management of multimedia systems, including but not limited to, body and in-car cameras.
- Assists with the processing of multimedia obtained from sources not owned or operated by the La Vergne Police Department and assists with the enhancement needed for investigation and/or public release to aid in the arrest of wanted suspects.
- Downloads and secures multimedia, both evidentiary and non-evidentiary, created by staff members of LPD.
- Maintains the confidentiality and integrity of sensitive information obtained or reviewed.
- Prepare a variety of reports pertaining to pieces of evidence collected and stored, submitted to the TBI or FBI laboratories, returned evidence and analysis results, weekly, monthly, quarterly, and annual activity summaries, storage and disposal of evidence and property, and ad-hoc reports as needed.
- Maintain manual and computerized records including evidence and property custody documents, chain of custody documents, property receipt/release documents, property control files, evidence and property destruction or disposal documents, and other related reports.
- Maintain all aspects of the evidence and property room and appropriate storage locations, and the proper release or return of recovered stolen, found, or abandoned property, and coordinate the proper release of evidence or property to rightful owners where appropriate.
- Ensure that evidence requiring any special processing and/or laboratory analysis, such as DNA, is handled in a prompt and proper manner.
- This position requires the handling, processing, and proper accounting for and disposal of possible large sums of cash, narcotics, weapons, and other property.
- Prepare nonreturnable evidence or property for disposal or destruction in a manner prescribed by departmental policies and procedures, court orders, federal laws, and state statutes.
- Organize the trading of forfeited firearms to licensed firearms dealers by researching and verifying the complete file to include court orders, National Crime Information Center records, and any other pertinent information relevant to the firearms disposal.
- Instructs and trains new or adjunct technicians on the job and in a classroom setting regarding the proper packaging, submission, acceptance and storage, transfer, return, and disposal of property or evidence.
- Must transport evidence to and from the T.B.I. Crime laboratory, and possibly other governmental or private labs for analysis and identification.
- Obtain certification in acquiring images for entry into the National Integrated Ballistic Information Network and provide actionable investigative leads to department detectives.
- Upload digital images, videos, and reports to the Forensic Medical Management Service system to aid the Medical Examiner’s office in investigating the cause and manner of death for individuals.
- Assist with the serving of search warrants, undercover operations, and surveillance operations to collect, package, and log evidence, audio, and/or video evidence of such operations.
- Technicians must obtain and maintain an excellent knowledge of state and federal laws, as well as case law concerning evidence and property.
- Works in conjunction with criminal investigators and other sworn members in regard to evidentiary matters and maintains confidentiality of investigations and information concerning suspects, defendants, etc.
- Works in conjunction with criminal investigators and other sworn members of outside agencies for local, state, and federal for both police and fire in regard to evidentiary matters and maintains confidentiality of investigations and information concerning suspects, defendants, cases, etc.
- Works in a high volume, at times stressful, work environment while providing mission-critical accuracy.
Handling of all impounded and seized property including motor vehicles and currency. Tracks the status of cases with the Department of Safety involving seizures of property and manages the proper and legal return or disposal of such items including auction procedures.

Handles all auction responsibilities including preparing for board approval, organizing the listing for auction, being the contact with potential bidders regarding questions and viewing of auction items, and the releasing of sold property to the new owners.

May assist with the processing of crime scenes including documentation, processing of the scene, and packaging of evidence.

This position involves regular shift work, which may be first or second shift hours, necessary to provide forensic services to sworn members of the department and the public.

Shifts are normally 8 hours in duration but may be extended in the event of an emergency, disaster, personnel shortage, workload, or work-in-progress.

The above Job Functions and Competencies are not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be accurate summaries of what this job classification involves and what is required to perform this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

**MINIMUM QUALIFICATIONS**

- Bachelor’s degree or higher from an accredited college or university in Forensic Science, Criminal Justice, Video/Mass Communications, Information Technology, or any closely related field to the job specifications above.
- A minimum of two (2) years’ experience in evidence technician/digital evidence/crime scene work in a law enforcement agency, and/or training related to the above duties or a combination of higher education, job-related specialized training, and/or the above experience.
- Must be a U.S. citizen.
- Must have a valid Tennessee Driver’s License or be able to get one promptly.
- Must have no history of any felony arrest, or misdemeanor arrest involving moral turpitude, and no arrest for D.U.I.
- Applicant must be willing to attend training in evidence and property room control and seek certification and membership in the International Association for Identification (IAI), the International Association for Property and Evidence (IAPE), and certification with the NIBIN system.
- Must pass a medical physical examination, including drug screening, and submit to random drug screening upon employment; pass a required psychological evaluation and polygraph exam.

**SKILLS, KNOWLEDGE, AND ABILITIES**

- Must complete certification as a Hazardous Materials Technician.
- Must have the La Vergne Police Department Values on and off-duty, support the Mission and Vision of the Department, and interact with other employees in a manner conducive to good work performance and positive morale of the Department.
PHYSICAL DEMANDS

The position requires regular and various physical requirements including lifting, moving, and handling objects up to 50 pounds; walking, standing, sitting, pushing/pulling, balancing, climbing (including ladders up to attics, roofs, into holes, etc.; kneeling, bending, stooping and dragging for extended periods of time.

WORK ENVIRONMENT

Must be willing to perform all duties in all weather conditions and other less-than-desirable conditions such as: decomposing and/or mutilated bodies, strong and unpleasant odors, insects, hostility, emotionally charged situations, child and animal victims; work with, around, and in smoke and fire, bio-hazards and chemical environments, hazardous materials, etc.; and, will be required to complete training for all these situations, as well as wear the appropriate Personal Protective Equipment (PPE) including self-contained breathing apparatus (SCBA), chemical and bio-hazard suits, and fire-fighting equipment.

THE CITY OF LA VERGNE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, COLOR, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, OR VETERAN STATUS IN EMPLOYMENT OPPORTUNITIES.