City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Evidence Specialist I &amp; II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code:</td>
<td>EVC1</td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>PN12</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>Job Family:</td>
<td></td>
</tr>
<tr>
<td>Date Revised:</td>
<td>10/12/2020</td>
</tr>
</tbody>
</table>

**General Summary:** This position is responsible for the daily intake, release, and destruction of evidence submitted to the Evidence Section by local law enforcement. This position requires the ability to be available for call-out on a 24-hour basis.

**Essential Duties and Responsibilities:**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

**Specialist I**

- Maintains the integrity of all evidence stored in the evidence facility.
- Receives and properly transfers custody of all property submitted to the evidence section.
- Maintains complete computerized bar-coded inventory of all property stored in the joint evidence facility.
- Contacts case agents or law enforcement officials who are in charge of the disposition of evidence held in criminal cases requesting permission to either destroy or release evidence.
- Assists other evidence personnel and law enforcement personnel in collecting, preserving, and documenting evidence for the preparation of written reports.
- Arranges for the disposal of evidence at the City landfill or by other means.
- Prepares evidence for shipping to other forensic laboratories and law enforcement agencies.

**Specialist II**

- Exhibits a demonstrated proficiency as Level I Evidence Specialist
- Maintains records of property intake and reduction (releases, destruction, etc.); this includes maintaining a spreadsheet that calculates the total number of evidence items held by the Evidence Section.
- Prepares annual warehouse and inventory reports.
- Provides training to law enforcement personnel on proper evidence packaging and submission procedures.
- Maintains the Evidence Sections Evidence Packaging and Submission Manual.

**Qualifications:**

**Education and/or Experience:**

**Specialist I**

Bachelor’s degree from an accredited college or university plus; three (3) months experience in inventory control; or associate’s degree or equivalent from and accredited two-year college or technical school and six (6)
months experience in inventory control; or a combination of education and experience acceptable to the hiring authority.

**Specialist II**

Bachelors degree from an accredited college or university and two (2) years’ experience in evidence inventory, collection and processing; or associate’s degree or equivalent from accredited two-year college or technical school and four (4) years’ experience in inventory control, collection and processing of evidence; or a combination of education and experience acceptable to the hiring authority. Must exhibit a demonstrated proficiency as a level I Evidence Specialist.

**Certificates, Licenses, Registrations:**

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire.

**Working Conditions:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to moving mechanical parts; toxic or caustic chemicals; outside weather conditions; extreme cold and risk of radiation. The noise level in the work environment is usually moderate but can become fast-paced with multiple request for information, both in-person and over the phone.

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; climb or balance and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.