



City of Gulfport, Mississippi  
Job Description

## Criminalistic Technician (CRIM)

Department: 213 – Police

EEO Class: Protective Service Workers

Date Revised: 8.20.2015

FLSA Status: Non-Exempt

Date Approved:

### **Position Overview**

The Criminalistic Technician is responsible for maintaining and disposing of evidence, found property or abandoned property. This person will maintain, inventory and audit property including chain of custody of evidentiary property. Work responsibilities include intake, maintaining and disposal of all evidentiary property; forwarding items for lab analysis; and will testify in court as deemed necessary.

### **Essential Job Functions**

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Collects items submitted by officers or crime scene personnel.
- Ensures evidentiary items are packaged appropriately based on items turned in.
- Ensures items are placed in required storage areas.
- Return property to owners and send notification letters to individuals that have failed to claim property.
- Conduct a physical inventory of storage area based on locations
- Research and provide documentation for items to be pulled for disposal.
- Enter chain of custody paperwork into computer software by case number.
- Transfer of evidence to outside agencies and laboratories.

### **Knowledge, Skills and Abilities**

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of modern police principles, practices and methods of police operations, federal and state statutes, and agency rules and regulations as related to duties and responsibilities.
- Knowledge of municipal, state and federal criminal laws, codes and ordinances as related to duties and responsibilities.
- Ability to establish and maintain effective working relations as necessitated by work assignments.
- Has the ability to follow oral and written instructions, to meet, talk and deal effectively with the public, other employees, supervisor and other departments.



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- Skill in attaining or maintaining required level of proficiency or certifications in the job responsibilities, duties, or tasks where standards are formally defined or required.
- Must possess excellent communication skills, both written and verbal. This includes the ability to provide testimony in a clear, concise and organized manner.

### **Education and Experience**

High school graduate or equivalent

### **Required Licenses or Certificates**

Must possess a valid driver's license

### **Physical Demand and Working Conditions**

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.

Physical requirements include occasional lifting/carrying of 50+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are indoors and outdoors with a variety of weather conditions including exposure to the elements.