



**CITY OF INKSTER  
JOB POSTING  
HR/PERSONNEL DEPARTMENT**

**DATE OF ANNOUNCEMENT**

**June 12, 2017**

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**APPLICATIONS WILL BE ACCEPTED UNTIL**

**July 3, 2017 at 4pm.**

**FOR THE FOLLOWING POSITION:**

**Full-Time**

**TITLE**

**Evidence Technician Property Custodian**

**SALARY RANGE**

**\$34,320 to \$38,480 per year**

**GENERAL STATEMENT OF RESPONSIBILITIES**

Under limited supervision, the Evidence Technician/Property Custodian is responsible for evidence identification, collection and preservation in connection with civil and criminal cases and internal investigations assigned to the Detective Bureau of the City of Inkster Police Department. This position reports to the Detective Supervisor of the Detective Bureau. This is a full-time, **3 to 4 year grant funded** position.

**ESSENTIAL JOB FUNCTIONS**

- **General Responsibilities:** Independently identifies, collects, preserves, documents, packages, and processes physical evidence from victims, suspects, crime scenes, cellular telephones, audio and video recording devices, computers, and other devices; serves as a technical witness; and coordinates these functions with detectives, other personnel, other agencies, and laboratories and laboratory personnel; and is responsible for maintaining, storing, and tracking evidence and property within the property room.
- **Specific Responsibilities:** photographs and sketches complex crime scenes; processes and maintains digital images and archives case photographs and images; prepares detailed reports to document actions, procedures, information and evidence collected; identifies, develops, and collects latent fingerprints; properly handles, labels, and disposes of bio-hazardous materials; safely maintains evidence preservation and processing equipment, to include fingerprint fuming equipment, drying cabinets and the like; safely handles and processes firearms; safely handles chemicals in accordance with material safety data sheets (MSDS) supplied by the Occupational Health and Safety Administration (OSHA); transports evidence to and from the State crime lab, and properly complies with lab submission requirements and guidelines; and maintains integrity of chain of evidence, including being responsible for security of evidence within the property room.
- **Additional Responsibilities:** The position of Property Custodian for the Inkster Police Department requires management of all items submitted to the Inkster Police Department Evidence/Property Room. The Property Custodian's duties include, but are not limited to,

tracking and storing evidence/property that is submitted into the Evidence/Property Room by Police Officers in connection with criminal investigations and other matters, communicating with responsible Officers and/or Detectives as to whether or not the items will be sent to the crime lab for analysis, properly disposing of items pursuant to departmental policy and statute upon receiving authorization from the responsible Officer, and attending to long-term storage requirements for items that must be retained for extended time periods pursuant to evidence retention guidelines established by either a court or by statute.

- Performs other duties as assigned.

### **PERFORMANCE STANDARD**

- Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the Department's values. Employees are also to lead by example and demonstrate the highest level of ethics.

### **REQUIRED KNOWLEDGE**

- **Forensic Science:** Knowledge of all aspects of crime scene processing, evidence collection, and proper evidence storage and preservation procedures and techniques.
- **Technology:** Knowledge of general office equipment and personal computers to include word processing, spreadsheet and related software. Knowledge of digital cameras used in documenting crime scenes. Knowledge of mobile devices and mobile device applications.

### **REQUIRED SKILLS**

- **Computer Skills:** Utilizes a personal computer with word processing, spreadsheet and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- **Interpersonal Relationships:** Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations. Shares knowledge with staff for mutual and departmental benefit.
- **Time Management:** Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology.

### **REQUIRED ABILITIES**

- **Evidence Collection:** Ability to recognize, identify, and categorize, physical evidence and property; and to collect and preserve physical evidence.
- **Communication:** Ability to communicate ideas effectively, as this position will serve as a liaison to the Michigan State Police Crime Lab where criminal evidence is submitted and examined, as well as other agencies. Technicians may also provide courtroom testimony and are required to provide reports documenting their crime scene processing. Ability to listen and understand directions, information and ideas presented verbally and in writing. Ability to handle a variety of issues with tact and diplomacy in a confidential manner. Ability to interact with victims, victims' families, witnesses, etc., in a respectful, sensitive and professional manner.
- **Judgment/Decision Making:** Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.

## **EDUCATION AND EXPERIENCE**

- Any combination of education and experience equivalent to a Bachelor's degree in Political Science, Chemistry, Biology, Forensic Science, Law Enforcement, or a related field **and/or** at least 3 years of experience in evidence identification, preservation and collection. Advanced Forensic Certifications desired. Former law enforcement experience preferred.
- Training consists of on-the-job training, specialized schools and workshops.

## **ADDITIONAL REQUIREMENTS**

- Requires a comprehensive background investigation to include a local, state and federal criminal history check; sex offender registry and credit check.
- Requires satisfactory results from a medical and pre-employment substance abuse testing and is subject to random alcohol and controlled substance testing.
- A valid driver's license with an acceptable driving record.
- The Evidence Technician/Property Custodian's normal work schedule will be Monday through Friday from 0900 hours to 1700 hours. However, this position may require availability for work outside of those hours as the needs of particular criminal investigations dictate, and based on departmental needs.

## **PHYSICAL REQUIREMENTS**

- Tasks require the regular and, at times, sustained performance of moderately physically demanding work.
- Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling.
- May involve lifting to include overhead lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (up to 50 pounds).

## **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture and visual cues or signals.
- Some tasks require the ability to communicate orally.

## **ENVIRONMENTAL EXPOSURES**

- Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, weather, fumes, smoke, temperature and noise extremes hazardous materials, fire, traffic hazards, toxic agents, explosives, firearms, violence, disease or rude/irate persons.

## **COMPENSATION AND BENEFITS**

- **Compensation:** \$34,320 to \$38,480 per year. This is a full-time, 40 hours per week position with healthcare benefits.

**APPLICATIONS:** Applications must be securely submitted in person or submitted on our website: [www.cityofinkster.com](http://www.cityofinkster.com), or by mail to the HR/Personnel Department at Inkster City Hall, 26215 Trowbridge Rd. Inkster, MI 48141 on or before the above closing date. Applications can also be directly emailed to the HR Director: [Kwatkins@cityofinkster.com](mailto:Kwatkins@cityofinkster.com). Applicants will be notified when and where to appear if they are selected to interview for this position.

*The City of Inkster is an equal opportunity employer.*