



# City of Edgewater

P.O. Box 100 • Edgewater, Florida 32132-0100

<b>Evidence Technician Position Available February 19, 2025</b>	
Position Title:	Evidence Technician
Closing Date:	Open until filled
Annual Salary:	\$38,916.80
General Summary:	Under direct supervision performs evidence and property related duties in support of maintaining all departmental evidence, property, and equipment. Reports to the Detective Sergeant.
Description:	<p>Maintains Police Department evidence, equipment, uniforms, and records</p> <p>Processes evidence and properties, submit evidence to crime lab, properly dispose of property and/or evidence and audits evidence inventories</p> <p>Transports evidence with chain of custody</p> <p>Reproduces audio/visual files</p> <p>Collect, identify, and preserves physical evidence under conditions that may be disagreeable or unpleasant</p> <p>Must obey and follow established policies and procedures for collecting physical evidence and allowable documentation of such evidence</p> <p>Process detailed sketches, photographs crime scenes, and scale diagrams for crime scene(s)</p> <p>Support and provides clerical task dealing with evidence collections and identification to include but not limited to completion of FDLE lab submittal forms, classifications of all photographs and other crime scene evidence</p> <p>Testifies in court and prepares court documents for court presentation/cases</p> <p>Maintain detailed filing system of required records, reports and evidence management</p> <p>Maintains supplies and vehicle for crime scene vehicle and other related tasks</p> <p>Respond to crime scenes as directed by supervisor</p> <p>Prepare written reports and submit monthly reports per departmental procedures</p> <p>Performs other related work as required</p> <p>Foster positive employee relations and employee morale on a City-wide basis</p> <p>May be required to return to work to assist with emergency management preparation, response and/or recovery activities</p>
Minimum Qualifications:	<p>High school diploma required with an associate's degree preferred</p> <p>3-5 years of experience in evidence recovery and/or crime scene procedures</p> <p>Valid Florida driver's license required</p> <p>FCIC/NCIC certification preferred</p> <p>Any equivalent combination of training and experience that provides the required knowledge, skills and abilities</p>
<p>Applications may be obtained from the Human Resources Department, or from our web site <a href="http://www.cityofedgewater.org">www.cityofedgewater.org</a>            Education documents must be submitted at time of application            EOE/DFWP/VP</p>	

**Human Resources Department**  
**104 North Riverside Drive**  
**Edgewater, Florida 32132-0100**  
**(386) 424-2400 • FAX (386) 424-2474**