

## Evidence Technician

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**Application Deadline: July 1, 2024 (23:59 hours)**

The Johnson County Sheriff's Office Criminalistics Laboratory (JCSOCL) is seeking qualified applicants to fill one Evidence Technician position in our Property Room.

The JCSOCL provides accredited forensic services to over twenty law enforcement agencies within Johnson County, the greater Kansas City metropolitan area, and beyond. The Property Room of the JCSOCL is responsible for the management of evidence submitted for analysis, receiving approximately 4,400 cases consisting of 18,000 items annually. Staff assigned to the Property Room play a critical role in maintaining the integrity of evidence from submission to disposition and are responsible for the transfer of items to forensic scientists within seven unique forensic disciplines.

### Position Summary

- Location: Olathe, KS 66061
- Full-Time, 40 hours
- Work Schedule: Monday - Friday, 0800 - 1630
- Position will be hired as an **Evidence Technician**.
- Hiring salary will be based upon experience and equity within the laboratory and is non-negotiable.



*Photo Credit: www.mrobinsonphoto.com*

## **Position Duties, Experience Requirements, and Compensation**

**Evidence Technician:** \$20.28 – \$30.41 (\$42,174 – \$63,261 annualized)

- **Job Description:** Responsible for the management of evidence submitted to the forensic laboratory for analysis. Maintains the integrity of evidence through proper chain of custody and storage. Utilizes the Laboratory Information Management System (LIMS) software.
- **Experience Requirements:** None

## **Essential Duties**

In addition to the above descriptions, the duties of this position include, but are not limited to:

- Provides excellent and timely customer service to laboratory stakeholders.
- Coordinates the receipt, transfer, and return of evidence to/from external agencies and laboratory staff.
- Ensures that evidence is properly identified, packaged, and sealed in accordance with laboratory guidelines and requirements.
- Assesses and reviews evidence submissions and associated documentation to ensure laboratory requirements are met prior to acceptance.
- Accurately and efficiently enters all evidence and transactions into the Laboratory Information Management System (LIMS). Initiates, maintains, and updates chain of custody for evidence items submitted to the laboratory.
- Stores items, including those with hazardous, safety, or biohazard concerns, in a manner to preserve the integrity of evidence and prevent contamination or loss.
- Maintains the laboratory's Property Room, ensuring a clean and organized storage facility. Maintains security and limits access to authorized individuals.
- Conducts regular inventories and audits of the Property Room to ensure that items are properly packaged, sealed, stored, and preserved.
- Communicates with external agencies regarding submission requests, the status of casework, and laboratory capabilities.
- Assists in case management activities through review of submission requests and linking of related cases.
- Provides technical assistance and training to external agencies on packaging, preservation, and submission of forensic evidence.
- Provides administrative and clerical support to the laboratory staff as necessary.
- Seeks continual improvement in support of laboratory vision and values through suggestions to implement new and modify existing laboratory processes and procedures.
- Identifies and promotes opportunities to improve efficiency of operations and use of resources based on internal and external stakeholder feedback.

## **Educational Requirements**

High school diploma or equivalent.

## **Preferred Qualifications**

The following are preferred but NOT required:

- Certification through the International Association of Property and Evidence (IAPE).
- Two (2) years or similar experience in law enforcement work and/or handling of property and evidence.
- Experience using a computerized Laboratory Information Management System (LIMS).

## **Pre-employment Requirements**

- If selected for a position you must submit and pass a polygraph examination, extensive background check, drug screen, and psychological interview prior to starting employment.
- You will also be required to provide a known DNA sample for quality assurance purposes.

## **Benefits**

2024 benefits include:

- 10 county-paid holidays, 3 floating holidays, and accrual of sick and vacation leave.
- Parental, caregiver, shared, civic, military, and bereavement leave.
- Dental, medical, and vision insurance.
- Reimbursement of approved education expenses up to \$3,500 per calendar year, as resources allow.
- Access to on-site fitness center.
- Fitness program that pays for classes and memberships in a network of over 160 facilities, studios, and gyms.
- County match of up to 4% of your base bi-weekly earnings towards a retirement saving contribution program.
- Kansas Public Employee Retirement System (KPERS).
- Sick disability pay and provided term life and accidental death and dismemberment insurance.
- Employee Assistance Program to provide confidential assistance regarding physical and emotional health.
- Flexible Spending Accounts (medical and dependent care reimbursement).
- Employee discounts for products, entertainment, attractions, sports, and events.



## About Us

The Johnson County Sheriff's Office Criminalistics Laboratory is a state-of-the-art, internationally accredited, 62,000 square foot facility located in the southwest quadrant of the Kansas City metropolitan area. We provide forensic services to all law enforcement agencies located or operating within Johnson County, Kansas. Find out more about us at [Criminalistics Laboratory | Johnson County Kansas \(jocogov.org\)](https://www.jocogov.org/Criminalistics-Laboratory).



**Criminalistics  
Laboratory**  
JOHNSON COUNTY  
SHERIFF'S OFFICE