



EVIDENCE TECHNICIAN

Upper Merion Township, located in King of Prussia, PA, is looking for knowledgeable and experienced **Evidence Technician**. The Evidence Technician is responsible for various duties focusing mainly on processing, collecting, preserving, and storing physical and digital evidence. The incumbent will work closely with detectives, patrol officers, and other agencies in performing duties. The incumbent will routinely handle confidential and sensitive information relating to police matters and investigations and must possess the utmost integrity to safeguard sensitive materials. This non-uniform position reports to the Sergeant and Lieutenant of the Investigations Division.

The duties of the **Evidence Technician** include (but are not limited to):

- Perform evidence processing and collection functions at a crime scene in compliance with current law and departmental directives.
- Photograph crime scenes, individuals, or special events using a digital camera or digital recorder.
- Record, transport, store, and return to owners, when necessary, all types of evidence and property.
- Write reports documenting all functions into the records management system.
- Transports evidence to laboratories, Montgomery County Detective Bureau, and/or Montgomery County District Attorney's Office.
- Use of computers to transfer certain digital evidence to outside agencies.
- Ability to locate, lift and preserve latent fingerprint impressions using a variety of powder, chemical, or photographic techniques.
- Manage and maintain digital evidence, specifically in-car dash camera video and body camera video.
- Maintains evidence equipment for patrol and Investigations Divisions.
- Evidence and Property Room management duties.
- Make computer data entries; use PCs and tablets.
- Proficiency in evidence processing, preservation, packaging, and shipping.
- Stay current with evidence-collection trends and techniques and new equipment.
- Handles telephone communications professionally and efficiently with careful regard to the divulgence of information.
- Ability to work inside and outside in the elements when necessary.
- Respond to commercial or residential crime scenes to collect physical evidence. Process the crime scene for latent fingerprint impressions and photograph the scene. Collect DNA samples when/where appropriate.
- Transport evidence to the PA State Police crime laboratory, National Medical Services Laboratory, Montgomery County AFIS unit, or FBI laboratory.
- When appropriate, submit fingerprints of arrested persons or suspects to the appropriate entity to analyze and compare persons in their records management database.
- Collect, organize, store, and disseminate electronic evidence.

Position Requirements:

High School Diploma or equivalent is required. An advanced education, forensic science degree, or law enforcement experience is preferred.

Pay: \$55,000 - \$65,000/year, depending on experience.

How to Apply:

For immediate consideration, applicants should complete an employment application by visiting <http://www.umtownship.org/wp-content/uploads/2021/12/Application-UMT-Employment-DH-Update.pdf> and submit a **completed job application, cover letter and resume** via email to: hr@umtownship.org. Applications can also be submitted in person to the Police Department.

Applications will be accepted until the position is filled.

Equal Opportunity Employer