

DEPARTMENT OF JUSTICE  
DIVISION OF LAW ENFORCEMENT  
OFFICE OF THE CHIEF  
Crime Analyst I  
**420-517-0109-XXX**

**JOB TITLE:** Evidence Analyst

**STATEMENT OF DUTIES:** Under the general supervision of the Crime Analyst Supervisor, the incumbent will perform technical and analytical duties in the Statewide Evidence and Resource Management Unit, Division of Law Enforcement (DLE). Duties include receiving, reviewing, identifying, analyzing, and processing evidence and property information utilizing various law enforcement database systems.

**SUPERVISION RECEIVED:** Reports directly to the Crime Analyst Supervisor.

**SUPERVISION EXERCISED:** None.

**TYPICAL PHYSICAL DEMANDS:** Must be able to lift containers up to 30 lbs.

**TYPICAL WORKING CONDITIONS:** Enclosed, non-windowed office in a smoke-free environment. Occasional travel may be required for evidence related duties. Occasional use of a state-owned vehicle.

**ESSENTIAL FUNCTIONS:**

40% Independently receive, record, store and maintain custody of all evidence in accordance with established DLE policies and procedures. Analyze evidence items to ensure proper categorization, and enforce packaging requirements pursuant to DLE policies and procedures. Verify the accuracy of all information entered into the evidence management system by special agents. Enter and update records as required; develop and maintain proficiency in the operation of existing or evolving electronic computer programs and databases such as inventory software, Case Management Information System (CIMS) and California Law Enforcement Telecommunication System (CLETS); query systems to obtain information regarding serialized evidence, including firearms. Ensure the appropriate release/transfer of evidence. Advise DLE personnel on policies, procedures, laws, and industry best practices pertaining to evidence handling. Attend and present evidence training as necessary. Incumbent may be required to testify at hearings or in court regarding evidence chain of custody.

- 25% Research, analyze, and maintain knowledge of Federal, State and local laws, regulations and department policies in order to properly manage, handle, process and purge evidence. Review investigative reports and CIMS for disposition eligibility of evidence. Obtain and analyze criminal history and mental health records to determine the status of eligibility for firearms possession. Research and analyze laws, statutes and regulations to determine eligibility for firearms possession. Research and apply applicable California codes to the handling of evidence. Research last known addresses for subjects using law enforcement databases to prepare and send written notification of property eligible for release or return. Obtain and analyze court records from the Superior Court database or County District Attorney's Office to determine the outcome of the court case. Prepare court orders and affidavits for the release/return/transfer/destruction of evidence that require a Judge's review and signed authorization.
- 20% Act as regional office vehicle coordinator. Maintain sign in/out logs, maintenance records, keys, mileage logs and conduct damage assessment. Ensure that all pool vehicles and specialized surveillance vehicles are properly maintained; provide coordination for removal of all emergency equipment from surveyed vehicles. Coordinate with Headquarters for the procurement of new vehicles and ensure that new vehicles are transported to the regional office.
- 15% Independently conduct regularly scheduled 10% quality control reviews of the evidence stored in the assigned location. Responsible for conducting annual 100% evidence vault audits and inspections at other DLE locations assigned to other Evidence Analysts, in consultation with special agent staff and the location's assigned Evidence Analyst. Analyze and reconcile any discrepancies discovered during audits and inspections. Report the analysis and findings of the 100% evidence vault inventories to the Office of the Chief for review and dissemination to the appropriate Bureau.

*I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):*

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date