



**Code: 9206**  
Family: Public Safety  
Service: Public Safety  
Group: Police Service  
Series: Police General Duty

## **CLASS TITLE: POLICE OFFICER (Assigned as Evidence Technician)**

### **CHARACTERISTICS OF THE CLASS**

The Police Officer (Assigned as Evidence Technician) classification works to accomplish the department's mission to serve the community and protect the lives, rights, and property of all people in Chicago.

Under general supervision, performs specialized evidence collection and preservation work that includes searching for, collecting, photographing or video recording, and preserving evidence; and perform related duties as required.

Positions assigned to this classification must maintain other requirements, knowledge, skills, and abilities for successful performance in the Police Officer class.

### **ESSENTIAL DUTIES**

- Sanctity of Human Life. The Department's highest priority is the sanctity of human life. The concept of the sanctity of human life is the belief that all human beings are to be perceived and treated as persons of inherent worth and dignity, regardless of race, color, sex, gender identity, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military status, immigration status, homeless status, source of income, credit history, criminal record, criminal history, or incarceration status. Department members will act with the foremost regard for the preservation of human life and the safety of all persons involved
- Takes steps to prepare for duty by conferring with incoming/off-going department members and ensuring all needed equipment and supplies are available and in good working order
- Responds to scene/area of assigned work orders to collect evidence
- Remains observant while in transit to assigned work locations for situations requiring a police response and takes action and/or makes notifications as appropriate
- Conducts walk-through/search of crime scene and/or area for the purpose of identifying points of entry and exit; and locating, inspecting, and marking evidence
- Documents incident scenes through notes, sketches, photographs, and/or video recording in order to preserve and document the original state of crime scenes
- Collects, preserves, and ensures proper disposition of evidentiary materials seized through different methods (e.g., buccal swabs, fingernail clippings, paint scrapings, etc.)
- Uses proper collection methods (e.g., gloves, masks) to handle and store evidence (e.g., biological, clothing, weapons, drugs) while it is being transported to various locations (e.g., lab, court) to maintain an unbroken chain of custody and preserve evidentiary materials collected on scene
- Communicates by verbal, written, and electronic methods with persons within and outside the department to complete work assignments, coordinate activities, and address issues of mutual concern

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- Prepares and reviews written communications; compiles and maintains logs, case files, records, forms, memos, reports, legal documents, and other field and administrative documents and correspondence used in the course of performing the job
- Prepares for and participates in court-related activities (e.g., diagrams and presents evidence to prosecutors, plans investigative strategy, presents evidence/testimony in judicial proceedings)
- Interacts professionally with members of the public
- Utilizes impartial policing strategies, principles, and best practices to promote fairness, eliminates bias, and build community trust, as required
- Utilizes de-escalation strategies and skills to avoid, mitigate, or minimize force during community-policing encounters, as required
- Practices procedural justice strategies by giving voice, neutrality, respect, and trustworthiness in policing actions, as required
- Complies with department rules, regulations, and policies and all Federal, State, and Municipal laws that govern the activities of Police Officers
- Takes steps to build, maintain, and improve professional skills through participation in mandatory training and education, and through the use of other resources made available by the department
- Takes steps to build and maintain personal fitness and wellness by taking care of one's overall health and accessing resources made available by the department

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

**MINIMUM QUALIFICATIONS****Education, Training, and Experience**

- Be a Police Officer below the rank of Sergeant, have a minimum of three (3) years of continuous service as a Police Officer with the City of Chicago
- Bachelor's degree from an accredited college or university is preferred
- Be willing and able to perform the duties of a Police Officer (Assigned as Evidence Technician) and work any watch assignment and change work hours in accordance with the provisions of the collective bargaining agreement between the City of Chicago and the Fraternal Order of Police
- Must have an acceptable disciplinary and attendance record
- Must meet acceptable medical roll usage guidelines
- Must pass the examination procedures for the class of Police Officer (Assigned as Evidence Technician), and then successfully complete training program

**Licensure, Certification, or Other Qualifications**

- Valid State of Illinois Driver's License
- Must maintain the ability to safely handle and use a Department approved firearm

**WORKING CONDITIONS**

- Police facility environment
- Assignment anywhere within the boundaries of the City of Chicago

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- Assignment duty hours may be any time. Department operates twenty-four (24) hours a day, every day of the year, including weekends and recognized holidays
- Interaction with the public in a variety of situations
- Exposure to outdoor weather conditions, including extreme weather situations
- Exposure to hazardous or life-threatening situations

**EQUIPMENT (including but not limited to)**

- Computers and peripheral equipment (e.g., personal computer, portable data terminal, printer)
- Two-way radio
- Video and audio recording equipment
- DNA and GSR collection tools
- Specialized forensic and evidence equipment
- Handcuffs
- Specialized safety equipment (bulletproof vest)
- Transportation (car) and associated equipment (in-car video system, etc.)
- Body worn camera
- In-car camera
- Personal defense weapons (baton, taser, handgun, rifle, shotgun, handheld chemical agent, etc.)

**PHYSICAL REQUIREMENTS**

- Reaction Time – Ability to quickly initiate a response to one or more stimuli; the situation could involve a choice of reactions (e.g., hit the brakes or gas when a vehicle skids) or a single reaction
- Fine Hand/Body Movements – Ability to use fingers, hands, arms and other body parts to make skilled muscle movements (e.g., to handle objects, tools, or controls)
- Balance/Coordination – Ability to maintain an upright position and stay balanced (e.g., standing or sitting for extended or continuous periods of time) and/or coordinate the movement of arms, legs, and trunk of the body (e.g., when walking or crawling across a narrow beam).
- Muscular Endurance – Ability to use muscles repeatedly without a rest; involves using one's arms and trunk in moving one's body weight for some time or across some distance (e.g., to climb a rope)
- Stamina – Ability to exert oneself physically over long periods of time without getting winded or out of breath
- Flexibility – Ability to stretch or extend one's arms and legs and their muscle groups and make continuous arm and leg flexing movements with some speed (e.g., to reach with hands and arms, stoop, bend, kneel, crouch)
- Muscular Strength – Ability to exert force continuously such as when lifting, pushing, or pulling objects or people
- Ability to safely and lawfully operate automotive vehicles and associated equipment
- Ability to safely and appropriately use specialized law enforcement tools and equipment to include firearms, handcuffs, batons, and other items

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- Hearing and recognizing the normal range of sounds in terms of loudness, pitch, tone, patterns or rhythms, or duration
- Specific vision abilities may include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus
- Must pass all phases of the selection process including a medical evaluation, drug screen, and physical performance test
- Using the necessary force to restrain a person when making an arrest
- Standing for extended or continuous periods of time
- Sitting for extended periods of time
- Walking for extended periods of time
- Remaining alert or vigilant and reacting to infrequent but important events or specific details within a stream of information (e.g., alarms, radio)

**KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS****Knowledge**

- \*general powers and authorities of law enforcement officers, including public safety and security procedures and strategies to effectively enforce laws and protect lives and property
- \*Federal, State, and Municipal criminal and traffic laws and ordinances and related departmental policies, directives, and resources
- \*Chicago Police Department directives, operations, and regulations
- constitutional and other legal protections associated with investigative and interviewing processes
- evidence protection, recovery, and collection procedures and techniques
- notification requirements, systems, and procedures used for internal reporting and communication with external agencies
- processing of persons under Department control, including handling of special populations
- community policing strategies, policies, techniques, and other general or department problem-solving efforts
- \*geographical locations in the City of Chicago
- \*traffic operations and City's street address grid
- \*ground traffic control management
- department and external computer resources and databases

**Skills**

- \*IMPARTIAL POLICING – Provide services equitably to all members of the public without bias and will treat all persons with the courtesy and dignity which is inherently due every person as a human being without reference to stereotype (i.e., race, color, ethnicity, religion, homeless status, national origin, immigration status, gender identity or expression, sexual orientation, socio-economic class, age, disability, incarceration status, or criminal history)
- \*PROCEDURAL JUSTICE – Utilizing techniques for communicating with complainants and members of the public to bolster relationships and promote positive change through fairness in the process, transparency in actions, promoting opportunities or voice, and providing impartiality in decision-making

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- \*ATTENTION TO DETAIL – Taking great care to ensure all aspects of work, no matter how small, are completed correctly and are free from errors (e.g., fully proofreading a document after every round of edits).
- \*SAFETY FOCUS/SITUATIONAL AWARENESS – Being observant of other people and situations, and remaining vigilant and alert to important changes in one’s physical surroundings and the behavior of others, so as to preserve the safety of one’s self and/or others (e.g., anticipating hazards and risks based on observations of environmental elements and factors).
- MANAGING ACTIVITIES – Establishing and executing operational goals by effectively planning and prioritizing activities (e.g., identifying and directing resources efficiently and effectively to achieve objectives).
- \*PROBLEM ANALYSIS – Analyzing problems by seeking out information; evaluating the importance, quality, and relevance of information; and considering alternative approaches and their implications (e.g., using prior learning or experience to understand a problem more thoroughly); this is not recognition of a problem or decision-making.
- STRATEGIC THINKING – Considering the “big picture” when planning, making decisions, and taking action; may include taking into consideration the organization’s vision, objectives, and core values (e.g., developing a program to increase community engagement within the department).
- \*JUDGMENT/DECISION MAKING – Applying knowledge and reasoning to make prompt, rational, and effective decisions in both routine and emergency situations (e.g., being decisive when immediate action is required); can include ambiguous situations where there is incomplete information and unknown factors.
- INTERPERSONAL RELATIONS AND CONFLICT RESOLUTION – Building and maintaining positive relationships and rapport with others, while maintaining the necessary balance to ensure that critical objectives are met (e.g., demonstrating the appropriate amount of empathy based on the circumstances); includes being able to de-escalate and resolve interpersonal conflicts or misunderstandings.

**Abilities**

- \*DE-ESCALATION TECHNIQUES – Use distance, speech, tone, empathy, and other tools to peacefully resolve a situation and minimize the need to use force; only use force that is proportional to the threat faced and immediately reduce the level of force as the threat diminishes
- WRITTEN COMPREHENSION AND EXPRESSION – Ability to understand written language and use language in writing to communicate information or ideas to other people (e.g., reviewing written instructions and understanding how to proceed, documenting the details of an incident in a report). It involves understanding individual words as well as patterns of words (sentences and phrases), distinctions among words, and grammar and the ordering of words; and using the appropriate tone and language given the audience and situation.
- INFORMATION ORDERING – Ability to apply rules to a situation to put information in the best or most appropriate sequence; rules or instructions must exist for the person to know the correct order of information (e.g., determining the proper order to interview witnesses to a crime).
- SELECTIVE ATTENTION/CONCENTRATION – Ability to complete a task in the presence of distraction or monotony; allows one to concentrate even when there is a

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good deal of distraction in the environment (e.g., filtering out the noise from a crowd of people when talking to other personnel at an emergency scene), as well as while performing repetitive and monotonous tasks.

- **WORKING MEMORY** – Ability to temporarily store and manage the information needed to perform the task at hand (e.g., retaining the details of an emergency situation to make a risk assessment); does not include the ability to memorize new information.
- **TIME SHARING/MULTITASKING** – Ability to pay attention to multiple sources of information simultaneously, in order to do multiple things at once (e.g., watching several busy streets simultaneously when directing traffic); a critical aspect of this ability is dealing with information that is coming rapidly from multiple sources while maintaining a safe environment.
- **MEMORIZATION** – Ability to commit something to memory or retain new information that occurs as a routine part of a task or job (e.g., remembering the street names and business layouts in one's geographical assignment area); does not include the ability to memorize procedures or the memory of information that occurs out of the task situation.
- **ORAL COMPREHENSION AND EXPRESSION** – Ability to understand spoken language and use language orally to communicate information or ideas to other people (e.g., hearing oral instructions and understanding how to proceed, giving a presentation to a community group). It involves understanding individual words as well as patterns of words (sentences and phrases), distinctions among words, and grammar and the ordering of words; and using the appropriate tone, volume, and language given the audience and situation.
- **VISUALIZATION** – Ability to form mental images of people, objects, and/or situations; involves understanding how a person, object, and/or situation may look after undergoing a transformation or change (e.g., visualizing how a critical incident may have unfolded based on the evidence and information available).
- **PROBLEM SENSITIVITY** – Ability to recognize or identify the existence of problems (i.e., problem identification, not the ability to solve the problem); involves both the recognition of the problem as a whole and the elements of the problem (e.g., recognizing when a group of individuals is engaged in suspicious behavior).
- **TECHNOLOGICAL ORIENTATION** – Ability to understand and operate the technology, including computer equipment and software applications, used to perform the job (e.g., understanding how to use required department computer systems).
- **FLUENCY OF IDEAS** – Ability to produce many ideas about a given topic or situation and/or possible solutions to a problem (e.g., generating as many motives for a crime as possible); this concerns only the number of ideas, not the quality of those ideas.
- **DEDUCTIVE AND INDUCTIVE REASONING** – Ability to apply general rules, regulations, or information to specific cases or to proceed from stated principles to logical conclusions (e.g., determining if an emergency occurred accidentally or intentionally) and the ability to find a rule or concept that fits the situation (recognizing that the same pattern applies to a series of incidents or events); includes coming up with a logical explanation for a series of events that seem to be unrelated.

**Other Work Requirements**

- **INTEGRITY** – Upholding high moral standards and values; includes acting in accordance with an ethical and honorable code of conduct in both personal and professional situations (e.g.,

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remaining fair and firm in actions and judgments) to earn the trust and respect of the communities we serve

- **ADHERENCE TO RULES AND REGULATIONS/ACCOUNTABILITY** – Complying with and upholding the laws and established organizational rules and policies (e.g., holding others accountable to comply with rules, laws, and regulations).
  - **CONSCIENTIOUSNESS/WORK ETHIC** – Can be depended upon to reliably complete one’s tasks and to fulfill one’s duties and responsibilities while working independently or with minimal oversight (e.g., completing tasks and duties promptly and effectively).
  - **DRIVE FOR EXCELLENCE/CONTINUOUS LEARNING & IMPROVEMENT** – Maintaining high standards for one’s work and demonstrating dedication to one’s ongoing professional development (e.g., actively setting goals and striving towards goal attainment).
  - **TEAMWORK/COLLABORATION** – Willing to adopt a positive, active role working collaboratively towards team objectives. This involves providing support to team members and offering practical strategies and solutions to the team to overcome challenges and problems (e.g., encouraging and motivating others to contribute to team goals).
  - **STRESS TOLERANCE/RESILIENCE** – Maintaining emotional stability and composure during stressful situations; includes having a high tolerance for frustrating experiences and being able to respond calmly and professionally when under pressure (e.g., persevering to overcome negative situations and adversity).
  - **ORGANIZATIONAL COMMITMENT/RESPECT** – Showing allegiance to one’s employing organization’s core values and mission (e.g., demonstrating positive regard for the organization when communicating with others); involves displaying respect for the chain-of-command and leadership directives.
  - **IMPULSE CONTROL/ANGER MANAGEMENT** – Maintaining control of one’s behavior and exhibiting appropriate responses when faced with emotionally stimulating situations (e.g., responding in a professional manner when insulted, offended, or taunted by others).
  - **EMOTIONAL SELF-AWARENESS** – Being aware of one’s present state of emotion and how it is perceived by others (e.g., understanding how others may perceive one’s emotional responses).
  - **RESPECT FOR DIVERSITY/CULTURAL SENSITIVITY** – Being respectful and sensitive to individuals of diverse backgrounds, cultures, and perspectives (e.g., interacting with others in a fair and respectful manner).
  - **ADAPTABILITY/FLEXIBILITY** – Modifying one’s behavior to best meet the demands of a given situation such as changes in the environment, changes in working/living conditions (e.g., performing effectively in situations that are novel, ambiguous, or routine).
  - **OPTIMISM** – Being able to adopt and maintain a positive outlook toward current and future situations (e.g., believing that growth and learning can come from troubling situations).
  - **SERVICE ORIENTATION** – Being responsive and proactive in one’s approach to helping and providing support to others and striving to address the needs and requests of others effectively (e.g., taking pride in helping and providing support to others).
  - **PRESENCE** – Being persuasive and engaging, commanding the respect of others, and speaking up or taking a stand even if others might disagree or disapprove (e.g., standing by an unpopular decision if one believes it is a good decision).
  - **OPENNESS TO EXPERIENCES** – Being receptive to and seeking new experiences, whether they involve new approaches, activities, situations, and/or people (e.g., being curious about how things work and why people do what they do).
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* Certain skills, abilities, and other characteristics may be required at entry. Physical requirements and working conditions may be required at entry as well.

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City of Chicago  
Department of Human Resources  
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