



City of Missoula Evidence Technician

SALARY	\$26.25 - \$28.85 Hourly	LOCATION	Missoula, Montana
JOB TYPE	Regular, Full-Time	JOB NUMBER	00768
DEPARTMENT	Police Department Civilian	OPENING DATE	10/21/2026

Overview

Are you detail-oriented, organized, and interested in work that makes a meaningful difference in public safety?

The Missoula Police Department is seeking an **Evidence Technician** to join its team and play a vital role in the criminal justice process. In this position, you'll help ensure that physical and digital evidence is accurately documented, securely preserved, and properly managed to support criminal investigations and court proceedings. Your work will help protect the integrity of evidence and contribute to the department's mission of serving the Missoula community.

This is an excellent opportunity for someone who enjoys problem-solving, working with technology and databases, and balancing independent responsibilities with teamwork. From assisting with crime scene processing and evidence collection to supporting digital evidence management, training department personnel, and preparing materials for court, you'll take on a diverse and rewarding range of responsibilities. The ideal candidate brings strong organizational skills, sound judgment, discretion, and a commitment to accuracy and professionalism, along with a willingness to learn. If you're looking for a hands-on role where your attention to detail and dedication can make a real impact, we encourage you to apply!

Priority screening of applications will begin on Thursday, November 5, 2026. It is in your best interest to apply before this date. Applicants applying on or after this date will only be considered if a competitive applicant pool is not received.

To Apply: All applicants must submit a **City of Missoula Application AND a Cover Letter** explaining your interest in this position and detailing how your experience and education meet the qualifications.

Failure to attach the cover letter will result in your application being incomplete, and therefore, not reviewed by the hiring manager.

Resumes will not be reviewed. All details should be entered on the application.

Starting Pay:

New hires start within our entry-to-market range, depending on experience and qualifications. The starting range for the position is \$26.25 - \$28.85/hour and will increase each year for longevity and cost of living adjustments.

Full Pay Range:

Each position also has a full wage range that reflects potential growth over time, including annual increases for longevity and cost-of-living. The full range for the position is \$26.25 - \$30.57/hour.

Essential Functions

- Catalog, document, store, and disseminate evidence and/or other property related to a variety of crimes and criminal activities; assist the Digital Evidence Technician with various digital evidence, such as video and audio recordings, digital still photography, all forms of other cellular data, etc.; and ensure preservation of the chain of custody.
- Log and document proper information for received property items; prepare reports, affidavits, and other related technical and/or legal documents relating to evidence and the chain of custody.
- Provide for the disposition of evidence, in accordance with state law, when no longer needed through court orders, registered letters, phone calls, and newspaper or social media advertisements.
- Create standard and ad hoc reports for evidence/property taken in and released or disposed of by the department; conduct inventory procedures; prepare unclaimed property for auction.
- Provide training and departmental updates for any changes to computer systems, databases, and proprietary software programs, including educating officers on the records management system, the video and evidence management system, etc.; develop instruction sheets and procedure manuals.
- Assist the Crime Scene Technician and other authorized personnel with securing, photographing, and video recording crime scenes, including searching for and collecting items of evidentiary value, ensuring preservation of chain of custody, and generating detailed and timely reports, such as photo logs, evidence logs, and crime scene sketches.
- Assist in training other department members on proper evidence gathering and processing methods.
- Testify in court regarding chain of custody and other related data for digital and physical evidence, as needed.
- Operate a motor vehicle to transport evidence and property, including transporting evidence to the Montana State Crime Lab.
- Maintain various supplies; clean and stock crime scene kits.
- Provide applicant fingerprinting services at the police station or in the field.
- Serve as backup to the Digital Evidence Technician in their absence.
- Perform other duties as assigned, based on training and qualifications.

Knowledge, Skills and Abilities

- Knowledge of inventory management principles and practices, including cataloging, documentation, storage, disposal, data entry, etc.
- Knowledge of systems and equipment to collect and preserve various types of evidence, including maintaining chain of custody through cataloging, documentation, storage, disposal, etc.
- Knowledge of, or the ability to learn, criminal investigation principles, methods, and practices, including crime scene processing, collection and storage of evidence, etc.
- Knowledge of, or the ability to learn, law enforcement principles and practices, including records management, custody of property, criminal justice records and document requirements, etc.
- Knowledge of, or the ability to learn, equipment used in law enforcement, including communications and automotive equipment.
- Knowledge of, and ability to promote, department safety considerations to ensure compliance with City safety policies.
- Skill in organization, time management, and prioritizing with the proven ability to have keen attention to detail and accuracy in performing work with adherence to strict deadlines.
- Skill in utilizing various computer software and databases, including Microsoft 365, and the ability to learn job-specific applications and equipment.
- Skill in communicating, in person and in writing, with the proven ability to establish and maintain effective working relationships with diverse individuals.
- Skill in public speaking, with the ability to train and present data, reports, and other findings to a variety of diverse groups and individuals.
- Ability to maintain and exhibit integrity and discretion in handling confidential and sensitive information.
- Ability to maintain and foster a culture of professionalism, adhere to departmental and City standards and specifications, and support a positive team environment.

- Ability to resolve conflicts with facilitating outcomes while maintaining a calm demeanor.
- Ability to learn, interpret, and apply departmental and City of Missoula practices and procedures, including Montana Crime Lab evidence handling requirements, federal, state, and local laws, ordinances, etc.

Working Conditions:

- Position requires the ability to lift and maneuver 50 lbs. or less.
- Work environment may involve occasional to unavoidable adverse weather conditions, occupational hazards, hazardous chemicals, biohazards, and other physical risks, which require following basic safety precautions.
- Duties may require the use of ladders and stools to store and retrieve property.
- Duties may involve accessing various crime scenes, which could be gruesome and disturbing in nature.
- Position may require after-hours callouts to crime scenes and shift work, including some weekends and holidays.

Qualifications and Additional Application Materials

- Any combination of education and experience equivalent to three (3) years of experience with law enforcement, criminal justice, cataloging inventory and/or data, or another relevant field.
- Must be bondable.
- Must have a valid Montana driver's license with a verified acceptable driving record or the ability to obtain within 60 days of hire.
- Must successfully complete the Crime Scene Investigators Training Program within six (6) months of hire.
- Must be able to obtain Criminal Justice Information Network (CJIN) certification within six (6) months of hire.
- Must be able to pass a police background investigation and sign a statement of confidentiality.
- Experience with a law enforcement agency, preferred.

The City of Missoula does not sponsor employment visas (e.g., F-1, H-1B, TM). Applicants must be authorized to work in the United States on a full-time basis at the time of application.

Employer

City of Missoula

Address

435 Ryman Street
Human Resources
Missoula, Montana, 59802

Phone

406-552-6130

Website

<https://www.ci.missoula.mt.us/>

Evidence Technician Supplemental Questionnaire

***QUESTION 1**

Describe any experience you have with tracking, organizing, or cataloging information, materials, or data.

***QUESTION 2**

Evidence Technicians must maintain accuracy under strict procedures. Tell us about a time you were responsible for detailed documentation or record keeping. What steps did you take to ensure precision?

***QUESTION 3**

Are you available to respond to callouts outside of your regularly scheduled work hours?

☐ Yes

☐ No

***QUESTION 4**

Have you attached your cover letter to complete your application?

☐ Yes

☐ No

*** Required Question**