

PHYSICAL EVIDENCE TECHNICIAN, G16

BASIC PURPOSE:

Positions within this job family are responsible for the receipt, documentation, storage, integrity, management, routing and disposition of all types of physical evidence from criminal investigations submitted to a forensic laboratory for scientific analysis.

TYPICAL FUNCTIONS:

The functions within this job family will vary by level, but may include the following:

- Receive criminal case physical evidence examining it for proper seal, packaging, and labeling and checking for completeness of forms; logs evidence into the forensic laboratory computerized case management system using necessary data input codes and other information; routes evidence to proper laboratory units; logs evidence in and out of the property rooms, maintaining the accountability of the evidence from initial receipt to final disposition with complete written and electronic documentation; prepares receipts and pulls evidence to be released to submitting agencies.
- Maintains custody of criminal evidence in an orderly, safe and secure manner, meeting laboratory policy and safety guidelines.
- Retrieves, documents and sorts evidence for destruction.
- Testifies in court as required regarding chain of custody of evidence.
- Compiles and types criminalistic analytical reports from analyst's notes, drafts and submittal forms.
- Processes and logs subpoenas for the analysts; identifies the laboratory case number and names of all analysts on a case; notifies law enforcement agencies by letter or phone when conflicts occur.
- Performs routine clerical work such as mail activities, typing letters and memos, photocopying, faxing, filing; maintain required paperwork and assist in special projects as assigned.
- Serves as receptionist or relief as required; answers phones, takes messages; receives and routes visitors and law enforcement officers.
- Prepares contraband for legal destruction.
- Receives, routes and secures for destruction surrendered out-of-date pharmaceuticals from health care facilities and pharmacies; verifies inventory counts for accuracy, completes and returns the inventory forms; maintains required logs and related documentation.
- Operates, maintains and cleans incinerators used for drug destruction.

Transports evidence between OSBI laboratories; returns evidence by personal delivery to submitting law enforcement agencies.

LEVEL DESCRIPTORS:

The Physical Evidence Technician job family consists of three levels which are distinguished based on the type and complexity of work, and the responsibility assigned for the supervision of others.

Level I:

Code: G16A

Salary Band: F

This is the basic level where incumbents perform routine clerical and semi-technical work, in a training status, involving the receipt, routing, storage and disposition of physical evidence, preparation of laboratory reports, and maintenance of laboratory files.

Knowledge, Skills and Abilities required at this level include knowledge of routine record keeping; of proper English usage; of report writing; of proper inventory techniques and procedures; of proper office and telephone decorum. Ability to type accurately from plain copy at a rate of forty words per minute; to perform clerical office tasks in organizing files and; to handle and move physical items such as envelopes and boxes; to follow oral and written instructions; to handle confidential work with tact and discretion; and to establish and maintain working relationships with others.

Education and Experience requirements at this level consist of one year of clerical experience involving typing or keyboarding; or an equivalent combination of education and experience substituting the completion of thirty semester hours from an accredited college or university for the required experience.

Level II:**Code: G16B****Salary Band: H**

This is the career level where incumbents perform a variety of clerical and technical duties at the full performance level involving the receipt, routing, documentation, storage and disposition of physical evidence and the preparation of laboratory case records. Some responsibilities may be assigned for providing training and guidance to trainees.

Knowledge, Skills and Abilities required at this level include knowledge of routine record keeping; of proper English usage; of report writing; of laboratory techniques and procedures; of laboratory health and safety policies and procedures; of proper inventory techniques and procedures; of proper telephone etiquette; and of state and federal laws controlling the handling and destruction of controlled substances, chemicals, biological substances and other types of evidence. Ability to type accurately from plain copy at a rate of forty words per minute; to organize and maintain detailed and accurate records; to follow oral and written instructions; to handle confidential work with tact and discretion; and to establish and maintain effective working relationships with others.

Education and Experience requirements at this level consist of two years of experience involving the receipt and handling of physical evidence from criminal investigations such as controlled dangerous substances, chemicals and biological materials for a city, county, state, military or federal law enforcement agency.

NOTE: Experience must have been full time and the primary responsibility to be considered qualifying. Incidental performance of work in any area(s) shall not be considered qualifying.

Level III:**Code: G16C****Salary Band: I**

This is the leadership level where incumbents directly supervise other physical evidence technicians as well as perform the more complex duties associated with the handling, storage and disposition of physical evidence from criminal cases. These duties include the formulation of policies and procedures relating to the work processes utilized by physical evidence staff, recommending changes in policies and procedures, advising or training law enforcement agencies on proper procedures for handling and submitting physical evidence and the destruction of contraband and responsibility for the operation and quality control of the computerized laboratory case management system, creating routine and special laboratory statistical reports.

Knowledge, Skills and Abilities required at this level include knowledge of supervisory principles and practices; of state personnel rules and practices; of agency and laboratory policies and procedures; of routine record keeping; of criminal rules of evidence; of general courtroom procedures; of general laboratory operations; of laboratory health and safety policies and practices; of state and federal laws controlling the handling and destruction of controlled dangerous substances, chemicals, biological substances and other types of criminal evidence; of laboratory statistics and statistical report writing; and of proper inventory techniques and procedures. Ability to supervise and train others and organize and coordinate unit work activities; to communicate effectively with others; to type accurately from plain copy at a rate of forty words per minute; and to organize and maintain detailed and accurate records.

Education and Experience requirements at this level consist of four years of experience involving the receipt and handling of physical evidence from criminal investigations such as controlled dangerous substances, chemicals and biological materials for a city, county, state, military or federal law enforcement agency.

NOTE: Experience must have been full time and the primary responsibility to be considered qualifying. Incidental performance of work in any area(s) shall not be considered qualifying.

SPECIAL REQUIREMENTS:

Applicants must be willing and able to fulfill all job related travel normally associated with this position.