

STATE OF NEBRASKA CLASS SPECIFICATION
STATE PATROL EVIDENCE TECHNICIAN

EST: 02/92 - REV: 08/10
CLASS CODE: S53820

DESCRIPTION: Under general to limited supervision, verifies correctness, determines acceptability of, and records all incoming and outgoing evidence submitted for analysis or held for judicial/criminal justice action, as received from law enforcement agencies/officials. Maintains appropriate records; preserves, stores, prepares for transfer, and transports evidence; receives, stores, and returns property to owners; arranges for, collects evidence for, contacts agencies for and assists in destruction/disposal of evidence and ensures chain of custody. Testifies in court as an expert witness to the chain of custody and security of evidence located at the agency crime laboratory or other storage facilities. Assists law enforcement officers when needed in packaging, labeling, and entering evidence and/or property, and in understanding and using the Computer Records Program; provides training to others in the performance of similar work; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is a single full performance classification level where positions provide similar technical support services in two different work environments, the State Patrol Crime Laboratory and the various State Patrol field offices across the State. The primary and predominant responsibility of all positions in this class is to perform technical physical evidence and associated administrative duties. The regular and ongoing work assigned affects control of both criminal case evidence and personal property being processed by the agency which requires strict conformance to 'chain of custody' and confidentiality protocols and other work directives, and to ethical and work behavior standards. Work contacts involve extensive contacts with agency civilian employees and sworn officers, employees of other law enforcement agencies, and representatives of judicial and other criminal justice entities. The work does not require sworn law enforcement officer status.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Receives and handles all incoming and outgoing evidence (e.g., biochemical agents, material/trace evidence, documents, monetary items, equipment/vehicles, and drugs) submitted by law enforcement officials/agencies to ensure the chain of custody is maintained; determines information missing, but required for examination, and contacts submitting law enforcement agency; ensures that each item is correctly packaged and identified for laboratory examination.

Records and inventories each item of evidence by ensuring proper tagging/labeling or bar-coding each item of evidence, entering information into computer databases such as State Patrol Laboratory Information Management (LIMS) data base, determining the storage location, and selecting and storing all items in the proper storage location.

Evaluates evidence and the types of analysis needed to ensure proper assignments in the laboratory.

Determines proper packaging, securing, and processing of evidence initially checked in by following procedures outlined in agency procedural manuals and/or area court and laboratory requirements to prevent loss, cross transfer, contamination or deleterious change; refuses evidence if not properly sealed and labeled within established procedures. Assists in packaging, documenting and logging in evidence and photographs taken by others at search warrant and crime scenes.

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Maintains and ensures the integrity/security of evidence while under the control of the laboratory by ensuring that evidence room/storage area doors are locked and monitors access to restricted areas; tracks evidence as it is moved through the laboratory for examination.

Ensures that evidence is handled correctly and its receipt, handling, and disposition conform to crime laboratory policies/procedures and state statutes; ensures consistent compliance with national crime laboratory accreditation standards in the areas of evidence transfer, storage, tracking and security.

Transports evidence to and from various facilities such as crime or health laboratories, temporary or long-term storage units, financial institutions, destruction sites, and courts. Arranges transport and delivery of evidence needs for court and document their return or rejection by judicial and criminal justice proceedings following agency procedures to ensure continuity and integrity of evidence.

Monitors and tracks evidence as it is moved through the laboratory for multiple examinations by lab staff or through judicial/criminal justice proceedings by following procedures outlined in agency procedural manuals to ensure continuity and integrity of evidence.

Keeps crime laboratory staff members apprised of the timeframes required for examination of evidence; responds to requests from law enforcement agencies/county attorneys regarding status of evidence; monitors case status and contacts submitting law enforcement agencies throughout the state to arrange for retrieval of evidence.

Coordinates with financial institutions to count and secure large cash seizures, makes night deposits after hours, and converts cash into bank checks for dispersal to ensure integrity of evidence.

Packages evidence or property for return to other agencies or proper owners and notifies persons of found property or evidence to be released by certified mail or personal pickup/delivery.

Prepares for and aids inspections of evidence, evidence records, and evidence storage facilities by agency or other officials.

Prepares evidence or other material for disposal and conducts periodic evidence destructions following agency procedures when authorized by case officers, judges, prosecutors, or other authorized officials; documents all disposals.

Prepares periodic laboratory statistical reports or other active evidence reports for all officers and submits reports to appropriate supervisors.

Corresponds with agency law enforcement officers and supervisors and other agencies or facilities regarding needs, corrections, requirements, disposals and schedules regarding evidence and property.

Provides training to agency staff or other law enforcement officials on the proper procedures and aspects of submittal, handling, and disposal of evidence.

Recommends and develops standard operating/recordkeeping procedures and disaster plans to implement changes in work protocols and standards and to address emergencies.

Testifies at grand jury hearings, preliminary hearings, depositions, or court trials to explain field office or laboratory chain of custody procedures and security of evidence; serves as the official custodian of case records regarding examinations performed at the crime laboratory; responds to court orders concerning evidence (e.g., storage in laboratory, mailing to another location, or providing to experts); testifies in criminal court proceedings regarding the chain of custody of evidence, job duties, and/or how the crime laboratory functions.

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Plans, develops, implements, organizes, and maintains the crime laboratory evidence control system to conform to accreditation criteria, policies, standards and practices regarding transportation, collection, preservation, storage and disposition of evidence, and/or to the types of examinations needed.

Conducts periodic audits and inventories of all evidence under agency control; monitors storage conditions (i.e., temperature and humidity) to ensure evidence is not compromised.

Obtains quality fingerprints using Automated Fingerprint Information System (AFIS) fingerprint equipment to process applicants applying for: Carry Concealed Weapon (CCW) permits; permits to carry hazardous substances by a commercial motor vehicle operator; registration as sex an offender, and fingerprinting of the public; processes cash payments for CCW permits.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: agency policies, rules, and procedures pertinent to evidence handling, preservation, storage, transfer, and destruction; agency laboratory, troop area, and court procedures and protocols; industry and professional standards, liabilities, ethics and security issues; basic criminal justice processes or court proceedings; agency and laboratory policies, rules, procedures and protocols for handling, preservation, storage, transfer, and destruction of evidence; mailing and packaging procedures including shipping and receiving; evidence room operating and inventory control procedures; OSHA safety and accreditation regulations; English grammar, spelling, syntax, vocabulary, and pronunciation rules and usage; policies, rules, and regulations concerning accredited crime laboratory operations and agency policies and procedures concerning evidence; various computer software programs.

Skill in: operating computer terminals and office equipment; entering and retrieving information from agency computer databases; typing at 40 wpm; entering alphanumeric data at 5,000 kph.

Ability to: interact with, listen to and respond appropriately to representatives of state, city, and county offices, co-workers, medical and other professionals, criminals, and the public under diverse and stressful circumstances; manage and organize electronic and hardcopy records; prioritize work flow; adjust to changing job processes and needs; understand the importance of preserving evidence and how it can affect any types of criminal cases; communicate verbally and in writing information distinctly, concisely, and non-emotionally; comprehend and follow instructions and guidelines; maintain alphabetical and numerical files and records in accordance with standard filing procedures; organize work areas and storage rooms; operate personal computers and use word processing, spreadsheet and database software applications; gather, assemble, and analyze information and draw independent conclusions as to how evidence should be identified, inventoried, stored, and submitted to laboratory sections; maintain logs, manuals, and reference materials in accordance with agency policies and regulations; apply attention to detail; follow oral and written instructions; train employees in laboratory procedures and equipment; multi-task and complete all tasks within required timeframe, needs, priorities, and goals; gather, document, and distribute case related information in a timely manner; maintain the confidentiality of work related/case information; recognize degree of importance of information and prioritize the dissemination of information to appropriate areas and employees; detect odors such as decay, solvents or mold; work in confined/crowded spaces and access material either by standing or using a ladder.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Post high school coursework, training, or experience in evidence preservation/collection/processing procedures and in basic automated database/spreadsheet software applications.

OR

Two years experience in maintaining records related to stores keeping, materials handling, supplies delivery/inventory including experience in basic database/spreadsheet software applications.

OR

Associate's degree in criminal justice, natural/health/laboratory applied sciences, paralegal studies, or related disciplines.

SPECIAL NOTES:

Applicants must successfully pass an extensive background screening prior to employment, which may include completion of a Personal History Questionnaire. Continuous association or dealing with persons, groups, or organizations known to be under criminal investigation or indictment or to have present involvement in felonious or criminal behavior will be grounds for rejection or dismissal.

Vision correctable to a range to allow reading of detailed database information, and viewing of information displayed on computer terminals and printouts. Vision adequate to discern differences between various powders, plant materials, liquids and colors listed on evidence bags, and to observe and recognize discrepancies, tampering, or changes in packaging, seals, and tamper-proof tapes.

Positions may require use of an agency provided phone or pager to remain available after hours to answer questions about or come to the troop area office to make night cash deposits, and assist sworn officers with evidence preparation, packaging, storage, retrieval, policy issues, or transporting large pieces of evidence to alternate facilities.

Able to detect odors such as decay, solvents, or mold that might indicate changes in the condition of items or in the safety of a person. Able to work in confined/crowded spaces and access shelving over six feet tall either by standing or using a ladder.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).