

DESCRIPTION: Under general to limited supervision, performs technical processing in support of law enforcement criminal investigations, criminal database maintenance, or civil application requests. Positions supporting State Patrol field offices and the State Crime Laboratory process physical evidence submitted for criminal investigations to maintain strict conformance to chain of custody and confidentiality protocols. Positions in the Criminal Identification Division perform complex technical tasks related to the management of the tenprint and palm print repository of the Nebraska Automated Fingerprint Identification System (AFIS).

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

Positions in this classification provide one of two types of technical support for law enforcement activities at the State Patrol: receipt, preservation, storage, transfer, and destruction of criminal investigation evidence or fingerprint collection, analysis, and database management in support of criminal investigations or for civil application purposes.

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.)

Evidence Collection and Maintenance:

Verify 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.

Fingerprint Analysis:

Classify, compare, and interpret fingerprint and palm print impressions through scientific methodology on criminal and civil data received from statewide contributors using the Henry Classification System and Nebraska's AFIS.

Apply the laws, rules, and standards governing the identification process to maintain the integrity and accuracy of the State and Federal databases.

Assist in preparation and presentation of statewide training to criminal and non-criminal agencies on the proper method of taking legible tenprint fingerprint impressions, palm print impressions, and completion of various fingerprint cards.

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Train new employees on job duties, policies, procedures, Nebraska AFIS, and division and department procedures and rules governing Nebraska AFIS.

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

Knowledge of: agency policies, rules, and procedures pertinent to assigned technical function; industry and professional standards, liabilities, ethics and security issues; basic criminal justice processes or court proceedings; rules of evidence; the processing of criminal cases through the criminal justice system; alphabetical and numerical filing systems; modern office practices, procedures, and equipment; various computer software programs; OSHA safety and accreditation regulations; policies, rules, and regulations concerning accredited crime laboratory operations and agency policies and procedures concerning evidence; the Henry Classification System; National Crime Information Center (NCIC) Fingerprint Classification System; the Automated Fingerprint Identification System (AFIS); ACE-V Scientific Methodology; LiveScan technology and the use of ink to capture all fingerprints; AFIS record removal practices and procedures; basic forensic latent fingerprint concepts;

Ability to: adjust to changing job processes and needs; communicate verbally and in writing information distinctly, concisely, and non-emotionally; comprehend and follow instructions and guidelines; operate personal computers and word processing, spreadsheet and database software applications; maintain logs, manuals, and reference materials in accordance with agency policies and regulations; apply attention to detail; follow oral and written instructions; multi-task and complete all tasks within required timeframe, needs, priorities, and goals; 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; establish and maintain effective working relationships with members of the law enforcement community and with the public; read and comprehend standard operating procedures and follow written procedures; communicate effectively with agency civilian employees, sworn officers inside and outside the employing agency, employees of other law enforcement agencies, representatives of the judicial and criminal justice community, defendants, and civilians from various State of Nebraska agencies;

Evidence Processing Positions

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; gather, assemble, and analyze information and draw independent conclusions as to how evidence should be identified, inventoried, stored, and submitted to laboratory sections; detect odors such as decay, solvents or mold; work in confined/crowded spaces and access material either by standing or using a ladder; work with material that may be sexual in nature relating to criminal activity (e.g., written material and/or verbal language);

Fingerprint Analysis Positions

Ability to: work with minute visual detail; visually perceive differences in fingerprint impressions and greyscale fingerprint patterns, accurately view data displayed on a computer terminal or on printed material; sit and view fingerprint and palm print images on a computer screen for extended periods of time; capture legible and quality fingerprint and palm print images from individuals upon request via LiveScan, or ink; speak and conduct training in front of a large audience.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance 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.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

SPECIAL NOTES:

Applicants for positions within the Nebraska State Patrol must successfully complete an extensive background screening prior to being employed, which includes the completion of a Personal History Questionnaire. Applicants will be screened for a record of criminal activity and criminal history using a fingerprint-based background check before unconditional employment is offered. Applicants must be free of felony convictions and cannot maintain continuous association or dealings with persons, groups, or organizations whom they know, or should know, are persons or groups or organizations under criminal investigation or indictment or have a reputation for present involvement in felonious or criminal behavior.

Possession of a valid driver's license or the ability to provide independent authorized transportation is required.

Evidence Processing Positions:

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.

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Fingerprint Analysis Positions:

Employees are required to attend hands-on training provided by the Federal Bureau of Investigation-Criminal Justice Information Services Division within one year of hire date to maintain continued employment.

Employees are required to attend an instructor development training within one year of hire date to maintain continued employment.

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).