

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

HUMAN RESOURCES ENTERPRISE

EVIDENCE TECHNICIAN

DEFINITION

Performs technical processing work in the receipt, preservation, storage, transfer, transport and disposal of evidence submitted for analysis or held for criminal action; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Receives incoming/outgoing evidence and determines information missing, but required for examination, and contacts submitting law enforcement agency; ensures that evidence is properly packaged for receipt or transfer, checks for health/safety risks and scans required information into CRIMES database.

Inventories evidence and ensures that each item is correctly packaged and identified for laboratory examination; labels each exhibit, prepares for preservation and selects proper storage location; documents each case on internal routing card and enter case information into data base.

Keeps laboratory personnel apprised of the time frames required for examination of evidence and responds to requests from law enforcement agencies/county attorneys regarding status of evidence.

Maintains the integrity/security of evidence 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 or during judicial/criminal proceedings.

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 the how the laboratory functions.

Prepares evidence or other material for disposal and conducts periodic evidence destruction following agency procedures when authorized by judges, prosecutors, or authorized officials.

Processes DCI (Division of Criminal Investigation) mail including first class, registered, certified, express and UPS; validates the receipt, shipping and distribution of registered mail; performs receiving function on incoming shipments from vendors.

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

Ensures that evidence is handled correctly and the receipt, handling, and disposition is in compliance with Laboratory policies/procedures and state statutes.

COMPETENCIES REQUIRED

Knowledge of agency/laboratory policies, rules, procedures and protocols for handling, preservation, storage, transfer, and destruction of evidence.

Knowledge of mailing and packaging procedures including shipping and receiving.

Knowledge of evidence room operating and inventory control procedures.

Knowledge of OSHA safety and accreditation regulations.

Ability to operate personal computers and use word processing, spreadsheet and database software applications.

Ability to gather, assemble and analyze information and draw independent conclusions as to how evidence should be identified, inventoried, stored, and what sections of the lab evidence will be examined.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

An associate of arts degree;

OR

graduation from high school or G.E.D. and experience equal to two years of full-time work in record keeping, data entry, inventory management or bookkeeping;

OR

graduation from high school or G.E.D. and experience equal to 18 months of full-time work in a law enforcement property room as an evidence technician.

NOTE:

Applicants must be able to pass a thorough background investigation conducted by the Department of Public Safety and have a valid Iowa driver's license.

Effective Date: _____ 1/05 _____ JG