



Classification: Temporary Technical - CLD

Title Code: V09810

Pay Range:

Immediate Supervisor: Criminalist Supervisor

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the company director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY:

This is a responsible temporary technical position where the employee is responsible for receiving, securing, and returning physical evidence submitted to the laboratory by law enforcement agencies for analysis in criminal cases. Work involves general clerical duties (e.g., answering telephone inquiries, typing and maintaining various laboratory records and files, etc.); cleaning, and monitoring of laboratory equipment; working with biological and chemical hazards; administering preliminary tests; processing evidence for latent prints; completing discipline specific forms; and communicating with law enforcement agencies, attorneys, and various state agencies in reference to cases or evidence samples. An employee in this position may come in contact with contaminated materials while handling evidence. An employee in this position participates in a formal and on-the-job training program. Work is performed under detailed direction and close supervision.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Receives and returns physical evidence and convicted offender DNA samples for laboratory analysis using current proper procedures; maintains chain of custody for each piece of evidence submitted from other law enforcement agencies (i.e., contaminated blood, urine, semen and other body fluids that may harbor infectious diseases or unknown pathogens).

Transports, stores and accounts for all physical evidence including drugs, DNA samples, confiscated monies, hazardous materials, weapons, etc., according to current proper crime laboratory procedures. Conducts inventory and audits of all evidence stored within the Crime Laboratory bi-annually.

Handles hazardous chemicals, contaminated razor blades, hypodermic needles, knives, contaminated blood, which may contain HIV, hepatitis or other unknown pathogens, etc.

Maintains the integrity of evidence and DNA Profiling samples by following appropriate chain of custody procedures (e.g., locating, sealing or unsealing, initialing, dating, labeling, and retrieving or returning to proper storage area).

Answers the telephone; screens calls; handles routine inquiries and transfers calls to proper sources; contacts prosecuting attorneys and defense attorneys for courtroom evaluations; distributes subpoenas to appropriate laboratory personnel.

Prepare written correspondence for distribution to entities outside of the laboratory.

Files and maintains laboratory reports, records and other related correspondence as required; compiles and prepares reports of laboratory activities; issues periodic and special reports as assigned; archives case files; assists in the preparation of evidence; exhibits for court appearances; and may appear in court as a witness.

Instructs law enforcement officers delivering evidence in the proper method of packaging, sealing, and labeling of it and DNA profiling samples; may aid in the preparation of forms that accompany evidence dealing with examinations requested and background of case.

Effective Date: 12/14/04

Date Reviewed: 05/01/10 CLD

Date Revised: 05/06/10 HRD

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Cleans and monitors laboratory equipment; contacts manufacturer to obtain assistance in repairing equipment; observes and assists in the calibration and maintenance of selected laboratory equipment; and performs quality control checks and readings on laboratory equipment and storage facilities.

Orders, stocks, prepares, stores, and properly disposes of chemicals, enzymes, reagents, gels, buffers, and supplies necessary to perform laboratory tests; and maintains a supply inventory and reorder as needed.

Performs job-related travel in-state and out-of-state to attend training seminars and appear in court, as needed.

Maintains manual and computer databases, inventories, and QA/QC logs.

Participates in formal and on-the-job training in the scientific analysis of evidence within certain laboratory disciplines; studies procedural manuals, publications, etc., within the chosen/related discipline.

Completes discipline specific QA/QC records, forms; keeps detailed notes made in a logical, legible manner of work performed for incorporation into a report prepared by the laboratory evidence technician and/or criminalist.

Administers preliminary tests on biological and chemical samples (e.g., blood, saliva, semen, vaginal secretions, urine, drugs); develops latent prints, take fingerprints and record identifying information; collects and receives DNA samples from convicted offenders and sexually violent predators; collects and preserves trace evidence (e.g., hair, fibers, paint, glass, etc.); and/or utilizes proper chemicals, supplies and equipment (e.g., tubes, forceps, scissors, scales, containers, etc.) for each specific task.

Performs routine and specialized work area cleaning duties using appropriate chemicals and housekeeping materials.

Observes other laboratory personnel or criminalists conducting crime scene investigations.

Activates and deactivates laboratory security system.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of office methods, procedures, equipment, and basic computer software (e.g., Microsoft Office, Word, Excel, etc.).

Ability to learn the use of safety equipment (i.e., protective eye wear, latex gloves, lab coats, etc.).

Ability to learn and practice the safety rules and procedures associated with laboratory equipment and chemicals, to include, but not limited to, biological and chemical hazards.

Ability to accept safety hazard risk and potential personal harm associated with evidence examination.

Ability to effectively communicate, speak, read, and write in English clearly and concisely.

Ability to communicate and interact effectively in the reporting of evidence transfers and laboratory results to other law enforcement agencies, prosecutors and court personnel.

Ability to learn the statutory requirements and Patrol policies and procedures reference the dissemination of information.

Ability to learn to calibrate, clean, repair, and maintain laboratory equipment.

Ability to learn about the techniques and procedures in examining, processing, and collecting evidence in the current disciplines practiced in the laboratory.

Ability to be careful and observe proper chain of custody when utilizing the postal service in delivering physical evidence.

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Ability to learn the laboratory information management system (LIMS).

Ability to work with highly sensitive information in a confidential and professional manner.

Ability to compile and prepare information for presentations.

Ability to alphabetize, transport, file, and purge records/documents.

Ability to maintain confidential clerical records and files.

Ability to establish and maintain harmonious working relations with others.

Ability to make sound decisions pertaining to laboratory office procedures involving the handling of evidence in the absence of the supervisor.

Ability to learn about the chain of custody requirements of evidence in reference to the various disciplines of the laboratory.

Ability to learn to collect DNA samples and take fingerprints on convicted offenders and sexually violent predators.

Ability to learn the preparation of evidence for court appearances.

Ability to testify to findings of fact in court and for depositions; and maintain composure while under cross-examination in regard to personal and professional qualifications.

Ability to converse with law enforcement agencies and prosecuting attorneys statewide in a tactful manner over the telephone and in person.

Ability to handle firearms, explosive materials and biological hazards in a safe manner using protocol and safety procedures.

Ability to route phone calls and mail to appropriate division personnel.

Ability to transport awkward articles to proper storage facilities (i.e., suitcases, tires, doors, etc.).

Ability to transport tools, equipment, and evidence to other locations in the state.

Ability to climb ladders to retrieve/store articles of evidence; transports articles (i.e., suitcases, tires, doors, etc.) to proper storage facilities.

Ability to recognize and identify minute details.

Ability to learn to correctly measure and prepare chemicals, enzymes, reagents, and buffers utilized in evidence analysis.

Ability to perform work in accordance with prescribed procedures, make accurate observations of test results, and prepare accurate documentation to be utilized by the laboratory evidence technician and/or criminalist.

Ability to participate in and successfully pass practical and/or written competency tests prior to accepting, assigning, and analyzing evidence.

Ability to work with material that may be of a sexual or horrific nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to learn photography.

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Ability to learn about the methodology used in the processing of porous and nonporous specimens for latent prints.

Ability to maintain accurate manual and computer databases, inventories, and QA/QC logs.

Ability to distinguish colors necessary to perform laboratory tests.

Ability to perform job-related travel (e.g., relaying evidence, appearing in court, collecting DNA Samples, and attending training seminars, meetings, etc.).

Ability to effectively use cleaning solutions in the work area according to manufacturer's recommendations.

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from high school or possess a GED.