

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

BCI Evidence Security Officer

SERIES NUMBER

26151AG

MAJOR AGENCIES

Attorney General Only

EFFECTIVE

6/29/2014

SERIES PURPOSE

The purpose of the BCI Evidence Security Officer is to maintain security of, transport & submit evidence from law enforcement agencies, agents & other sources to & from all BCI facilities.

JOB TITLE

BCI Evidence Security Officer

JOB CODE

26151AG

PAY GRADE

29

EFFECTIVE

6/29/2014

CLASS CONCEPT

The full performance level class works under general supervision & requires working knowledge of BCI evidence handling & chain of custody policies & procedures in order to safely transport & maintain security of evidence to be submitted to any BCI location.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
BCI Evidence Security Officer	26151AG	46	6/29/2014	29

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Provides secure evidence transportation from submitting law enforcement agencies, agents & other sources to & from all BCI facilities while maintaining proper chain of custody procedures; prepares detailed reports, forms, logs & paperwork relating to the evidence transported; may testify in court regarding relevant evidence transport, chain of custody or security issues.

Attends job related training & performs other job duties as assigned.

MAJOR WORKER CHARACTERISTICS

Knowledge of criminal justice system*; evidence handling & submission*; chain of custody policies & procedures*; agency policies & procedures*; public relations. Skill in operation, maintenance & safety of firearms*; use of personal computer. Ability to interpret variety of instructions in written, oral, picture or schedule form; complete routine forms, logs & paperwork; prepare meaningful, concise & accurate reports; maintain accurate records; testify in court proceedings.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of high school diploma & OPOTC Peace Officer certification or equivalent Peace Officer certification (e.g., another state, another government agency, military); AND valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Formal training conducted by BCI; must periodically qualify in use of firearms; must maintain OPOTC peace officer certification. If possessing out of state driver's license upon hire, must obtain valid Ohio driver's license during probation period. If possessing equivalent Peace Officer certification (e.g. another state, another government agency, military) upon hire, must obtain OPOTC Peace Officer certification during probation period.

UNUSUAL WORKING CONDITIONS

Will require near constant travel. May be exposed to caustic chemicals, explosives, odors, firearms, drugs, decomposing tissue & physiological fluids & contagious or communicable diseases.