<table>
<thead>
<tr>
<th>STATE OF OHIO (DAS)</th>
<th>CLASSIFICATION SERIES</th>
<th>SERIES NUMBER</th>
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<tr>
<td>CLASSIFICATION</td>
<td>Evidence Intake Technician</td>
<td>8615AG</td>
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<td>SPECIFICATION</td>
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<tr>
<th>MAJOR AGENCIES</th>
<th>EFFECTIVE</th>
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<td>Attorney General Only</td>
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**SERIES PURPOSE**
The purpose of the evidence intake technician occupation is to preserve evidence submitted to the Bureau of Criminal Investigations (BCI) laboratory for analysis.

**JOB TITLE**
Evidence Intake Technician

**JOB CODE**
86150AG

**PAY GRADE**
29

**EFFECTIVE**
1/6/2019

**CLASS CONCEPT**
The full performance level class works under general supervision & requires some knowledge of criminal justice, law enforcement, & inventory control in order to process & preserve evidence submitted for forensic analysis to ensure all evidence &/or property is stored, warehoused & packaged in accordance with applicable state statutes & departmental policies/procedures.
**JOE TITLE**
Evidence Intake Technician

**JOB CODE**
86150AG

**B. U.**
45

**EFFECTIVE**
1/6/2019

**PAY GRADE**
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.)**

Processes & preserves (e.g. intake, storage, chain of custody) all evidence & property submissions (e.g. latent prints, blood, urine, drugs, weapons, petroleum products, alcohol, clothing, glass, hazardous &/or bio-hazardous materials) collected from crime scenes or hazardous situations submitted to laboratory by internal &/or external law enforcement officers to aid in criminal prosecutions (i.e., evaluates evidence receipt form for incoming evidence submissions to ensure key information is not missing (e.g. suspect, officer, agency & collector name, sealed containers, chain of custody, date, time, location of incident) & reports discrepancies to supervisor & completes discrepancy report for review with supervisor & examines evidence submissions (e.g. ensures containers are sealed & not leaking blood, urine, free from glass &/or exposed needles & repackage when applicable & ensures evidence matches property control form) in accordance with ANSI National Accreditation Board (ANAIB), Ohio Department of Health, internal control procedures & laboratory best practices to ensure the integrity & safety of evidence handling) utilizes laboratory information management system to document evidence & property intake activities (e.g. verifies classification & accuracy of entries, enters updates &/or corrections, maintains history of evidence submissions & releases).

Examines, verifies & validates (e.g. reviews court orders, case numbers, defendant name, lab number) requests for destruction of evidence &/or property in accordance with internal control procedures & laboratory best practices to ensure the integrity & safety of evidence disposal & ensures all records & related paperwork concerning evidence disposal, release &/or handling is accurate & completed in accordance with ANSI National Accreditation Board (ANAIB), applicable state statutes & departmental policies & procedures & generates computerized reports of movement & handling of evidence.

Represents laboratory &/or acts as liaison with county, city &/or state courts &/or prosecutors’ offices in order to respond to inquiries via phone, fax, in person, & written &/or electronic correspondence received from various statewide entities within the law enforcement community (e.g. county courts, prosecutors, & internal &/or external law enforcement personnel) regarding evidence results, submissions, testing, procedures, fees, instrument maintenance & support & maintains crime lab calendar (e.g., subpoenas, court assignments) & testifies before courts concerning integrity of evidence, chain of custody, quality control audits & other evidence related matters &/or participates in special projects to streamline or improve laboratory evidence intake policies/procedures.

**MAJOR WORKER CHARACTERISTICS**
Knowledge of standard operating procedures & methods applicable to BCI Crime Laboratory including laws pertaining to evidence handling, chain of custody & storage & associated laboratory safety practices*; records management. Skill in keyboarding; business office software applications (e.g., Microsoft Office, Laboratory Management Information System); operation of personal computer & office machines (calculators, copiers). Ability to prioritize multiple assignments & projects; complete & maintain routine forms or records; define problems, collect data, establish facts & draw valid conclusions; apply laboratory evidence submission policies to triage evidence submissions; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with government & law enforcement officials (e.g., assess questions & provide appropriate information or referral); testify in court regarding integrity of evidence.

(*) developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**
Formal education in arithmetic that includes calculating fractions, decimals & percentages & in reading, writing & speaking English; 12 mos. exp. working in a forensic laboratory, biology, medical office laboratory or chemistry laboratory, law enforcement agency or legal environment; 6 mos. trg. or exp. in inventory control (e.g. receiving, storing & dispensing of materials).

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

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT**
Not applicable.

**UNUSUAL WORKING CONDITIONS**
Exposed to hazardous chemicals; may be exposed to human body parts, explosives, bio-hazardous materials (e.g., blood, urine); may require travel.