

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

Evidence Intake Technician

SERIES NUMBER

8615AG

MAJOR AGENCIES

Attorney General Only

EFFECTIVE

1/6/2019

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.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Evidence Intake Technician	86150AG	45	1/6/2019	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.