

EVIDENCE TECHNICIAN 1**Nature of Work**

Under general supervision, at the full-performance level, performs work in the West Virginia State Police Forensic Laboratory in providing for the custody of all evidence submitted by various law enforcement agencies in West Virginia. Responsible for maintaining detailed records for chain of custody and maintaining the integrity of evidence according to established laws, regulations and/or standards. Performs related work as required.

Distinguishing Characteristics

At this level the Evidence Technician 1 performs full-performance level work and is further distinguished from Evidence Technician 2 by the absence of supervisory duties.

Examples of Work

- Processes evidence and property; i.e. intake, security, storage, chain of custody.
- Packages and mails evidence/property according to state and federal statutes and/or department procedures.
- Receives, examines and/or evaluates (by ensuring appropriate packaging for specific evidence), organizes, and inventories, screens evidence for its potential probative value and for compliance with established laboratory standards.
- Collects, identifies, and preserves evidence.
- Photographs evidence and evidence containers.
- Performs, under direct supervision, basic evidentiary examinations.
- Prepares various records, forms, and receipts; i.e., property receipts, loan forms, release forms, transfer forms.
- Maintains files of all receipts and documents processed; performs archiving of out-dated cases.
- Provides courtroom testimony consistent with caseload as necessary.
- Disposes of evidence as directed; prepares for disposal, i.e. general destruction; prepares related paperwork concerning evidence disposal.
- Assists and performs various administrative support tasks in supporting unit.
- Assists state police personnel and other law enforcement agencies with general information and inquiries concerning submission of evidence.
- Processes hazardous materials and/or waste in compliance with established regulations and procedures.
- Assists the public with a wide variety of requests concerning law enforcement matters relevant to functions under charge.

EVIDENCE TECHNICIAN 1 (CONT'D)

Knowledge, Skills & Abilities

Knowledge of the procedures utilized in analysis of evidence.
Knowledge of basic laboratory equipment, technology,
techniques and practices.

Ability to maintain accurate records.

Ability to maintain efficient working relationships with law
enforcement agencies.

Ability to operate a personal computer.

Ability to communicate effectively orally and in writing.

Minimum Qualifications

TRAINING and/or EXPERIENCE: Graduation from an accredited
four-year college or university with a bachelor's degree in
criminal justice or related field

OR

Four years of full-time paid experience as a certified law
enforcement officer.

OR

Completion of two years (60 semester hours) of study in an
accredited four-year college or university and two years of
experience in work related to the Examples of Work as
described above or to duties as described below.

OR

A high school diploma, or its equivalent, and four years of
experience in work related to the Examples of Work as
described above or to duties as described below.

Related work experience for the position would include but
is not limited to the following examples: experience with
computerized information management systems; reviewing
receipts or similar materials for completeness, accuracy,
and compliance with standardized guidelines; entering
routine to complex data into and searching data contained in
electronic information management systems; receiving,
storing, and dispensing of materials for the purposes of
inventory control; reconciling and documenting physical
inventories; and screening mail, composing letters, and
troubleshooting customer inquiries or complaints.

SPECIAL REQUIREMENT: A valid West Virginia driver's license.

Established: 12/21/2000
Revised: 9/2/2004, 5/9/2007
Effective: 5/9/2007