

EVIDENCE TECHNICIAN 2**Nature of Work**

Under general supervision, performs full-performance supervisory work in overseeing 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

The Evidence Technician 2 is a working supervisor. This level supervises Evidence Technician 1's in addition to performing tasks similar to their employees. May supervise office support staff.

Examples of Work

- Makes work assignments to employees; reviews the work of subordinates to ensure accuracy.
- Trains employees in proper work methods; evaluates employees' performance; recommends corrective action; answers inquiries from employees; relays information from management.
- 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.

EVIDENCE TECHNICIAN 2 (CONT'D)

Examples of Work (cont'd)

- Assists and performs various administrative support tasks in supporting unit.
- Assists state police personnel and other law enforcement agencies with general information and inquires 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.

Knowledge, Skills & Abilities

- Knowledge of the procedures utilized in analysis of evidence.
- Knowledge of basic laboratory equipment, technology, techniques and practices.
- Ability to plan, assign, and coordinate the work of employees.
- 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 PLUS two years of full-time paid supervisory experience.

OR

Six years of full-time paid experience as a certified law enforcement officer of which two years must be as a supervisor.

OR

Four years of full-time or equivalent part-time paid experience as an Evidence Technician 1.

OR

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

OR

A high school diploma, or its equivalent, and six years of experience in work related to the Examples of Work as described above or to duties as described below of which one year must be as a supervisor.

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EVIDENCE TECHNICIAN 2 (CONT'D)

Minimum Qualifications (cont'd)

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