

CHIEF EVIDENCE TECHNICIAN

CLASS CONCEPT

This is supervisory and administrative work in the operation of the Evidence Control Unit. Employee ensures that Evidence Control Unit employees are provided essential written guidelines establishing standards and procedures (Quality Assurance Program, Section Rules, Technical Procedures).

Employee oversees the evaluation, inventory and receipt of all incoming evidence submissions, both via mail and in-person, from local law enforcement officers; ensures that all State Bureau of Investigation, SBI, policies and procedures are enforced; makes sure that items are properly identified as evidence for court purposes; establishes and monitors Law Information Management System, LIMS, operating procedures; identifies unit goals and objectives for achievement; prepare and submit appropriate budget recommendations along with justifications; monitor work products of clerical staff and evidence technicians; and performs review of case files to ensure accurate chain of custody documentation.

This position reports to the SBI Assistant Director for the Crime Lab.

RECRUITMENT STANDARDS:

Knowledge, Skills, and Abilities

Thorough knowledge of evidence handling rules and/or experience in forensic laboratory environment.

Thorough knowledge of chain of custody rules.

Ability to establish and maintain favorable working relationships with other law enforcement agencies and officers.

Ability to plan and organize the Evidence Control Unit's work area.

Ability to coach and counsel employees.

Ability to ensure the safety of all Evidence Control Unit employees.

Minimum Training and Experience Requirements

Graduation from high school and four years of law enforcement experience which includes handling a variety of physical evidence, or an equivalent combination of training and experience.

All degrees must be received from appropriately accredited institutions.

Special Note

This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class but may not be applicable to all positions.