

EVIDENCE & PROPERTY TECHNICIAN

CLASS CONCEPT

This is technical work performed in the Department of Crime Control & Public Safety's Law Enforcement Support Services (LESS) Division. Work involves a dual responsibility for evidence and property control. Employees have responsibility for providing central storage and management of evidence, including rape kits; and for the inspection, acquisition, storage, transfer, and recordkeeping of federal excess military and or law enforcement property and supplies for use by state and local law enforcement agencies. Employees in this class report to the director of the division.

Employees are responsible for the timely flow and tracking of each legal case ensuring the integrity and accountability of each piece of evidence such as blood, sweat, clothing, and other items that may contain deoxyribonucleic acid, DNA. Testimony to the chain of custody is rendered in court proceedings when needed. Work involves the interpretation of complex justice laws and regulations.

Employees evaluate, inventory and receive all incoming evidence submissions, both via mail and in-person, from local law enforcement officers. Duties include properly identifying items of evidence for court purposes and assisting in the remediation of improperly packaged evidence. Work assignments require the distribution of evidence to private and public forensic laboratories; and upon completion by the laboratories, evidence is returned to the warehouse for maintenance and storage. Employees document the chain of custody including electronic transfers and they educate law enforcement officers and hospital forensic staff on the proper procedures for evidence submissions.

The independent property field work consists of the inspection and acquisition of federal excess property for use by public institutions. Employees visit federal installations to inspect and classify excess property available for utilization by law enforcement officers throughout the state, such as vehicles, bulletproof vests, computers, guns and other weapons. Employees use databases to search for federal excess property, and they prepare lists of the property's description, condition, nomenclature, size, quantity, code, cost, and other factors.

Duties involve arranging for the transfer of property upon approval to the LESS Division warehouse(s) or to recipients. Work includes the inspection of the transferred property to insure proper utilization in accordance with established regulations and the reporting of improper use of property. Field-work is subject to review by a superior for conformity to regulations and through activity reports and the results achieved.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Knowledge of evidence handling and/or chain of custody rules.

Knowledge of the principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Knowledge of space and storage requirements for a variety of commodities.

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Knowledges, Skills, and Abilities (Cont.)

- Knowledge of warehouse and inventory storage operations.
- Ability to learn relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Ability to determine the kind of tools and equipment needed to do a job.
- Ability to process, retrieve, locate, and account for items.
- Ability to track information using computer database software.
- Ability to establish and maintain favorable working relationships with other law enforcement agencies and officers.
- Ability to plan and organize a work area.
- Ability to solve problems.
- Ability to understand transportation methods and related policies and regulations.
- Ability to communicate observations and recommendations effectively in written and oral form.
- Ability to learn the safe operation of power equipment such as generators, state-owned vehicles, forklifts, and pallet jacks.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Minimum Training and Experience Requirements

Graduation from high school and three years of experience as an evidence or property room technician or similar position with a law enforcement agency, or three years of experience in warehousing and inventory control including two years of manual and/or clerical work experience in the receipt, storage and release of evidence and/or property; or an equivalent combination of education and experience.

Minimum Training and Experience Requirements for a Trainee Appointment

Graduation from high school or General Educational Development (GED).

Employee must obtain a Commercial Driver's License within 12 months of employment.

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 the Americans with Disabilities Act. Examples of work are primarily essential functions of the majority of positions, but may not be applicable to all positions.