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| State of North Carolina<br>Office of State Personnel<br>Position Description Form (PD-OSS-93)<br>OFFICE SUPPORT SERVICES OCCUPATIONAL<br>GROUP | Approved Classification _____<br>Effective Date: _____<br>Analyst: _____<br><i>(This Space for Personnel Department Use Only)</i> |
| 1. Present Classification Title of Position<br>Evidence Technician   | 7. Pres. 15 Digit Pos. # /Prop. 15 Digit Pos. #   |
| 2. Usual Working Title of Position<br>Evidence Technician  | 8. Dept., University, Commission or Agency<br>Department of Justice   |
| 3. Requested Classification of Position  | 9. Institution and Division<br>NC State Bureau of Investigation/Crime Laboratory  |
| 4. Name of Supervisor<br>Deborah F. Burwell  | 10. Section and Unit<br>Evidence Control & Administrative Services  |
| 5. Supervisor's Position Title & Position #<br>Chief Evidence Technician/3613-0000-0002-240  | 11. Street Address, City and County<br>121 East Tryon Road, Raleigh, Wake County  |
| 10. Name of Employee   | 12. Location of Workplace, Bldg. and Room No.<br>SBI Crime Laboratory Building/Room 1150A   |

See specific instructions attached for completion of Section I through V.

**Certification:** Signatures indicate agreement with all information provided, including designation of essential functions.

**Supervisor's Certification:** I certify that (a) I am the Immediate Supervisor of this position, that (b) I have provided a complete and accurate description of responsibilities and duties and (c) I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature

Title

Date

**Employee's Certification:** I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

Signature

Title

Date

**Section or Division Manager's Certification:** I certify that this position description, completed by the above and named immediate supervisor, is complete and accurate.

Signature

Title

Date

**Personnel Director's Certification:** I certify that this is an authorized, official position description of the subject position.

Signature

Title

Date

**I: GENERAL INFORMATION:**

**A. Primary Purpose of Organizational Unit:**

One primary purpose of the Evidence Control and Administrative Services Section is to receive evidence from law enforcement agencies; distribute the evidence to the assigned forensic analyst; and upon completion of the examination by the analyst, return the evidence to the submitting department. The Unit is responsible for the timely flow and tracking of each case ensuring integrity and accountability of each piece of evidence. Testimony to the chain of custody is rendered in court proceedings when needed.

**B. Primary Purpose of Position:**

The primary purposes of this position include:

- Evaluation, inventory and receipt of all incoming evidence submissions, both via mail and in-person, from local law enforcement officers
- Proper Identification of items of evidence for court purposes
- Remediation of improperly packaged evidence
- Delivery and pick up of evidence to/from assigned forensic analysts
- Proper disposition of evidence upon completion of analysis
- Proper documentation of chain of custody including electronic transfers
- Assisting law enforcement officers with evidence submissions
- Educating officers on the laboratories' capabilities and requirements
- Presenting professional testimony to chain of custody in court proceedings

**C. Work Schedule:**

The regular work hours are from 8:00 a.m. to 5:00 p.m., however, Technicians are on call to come to the office for after hour submissions and are often traveling to and from court before and after normal hours.

**D. Change in Responsibilities or Organizational Relationship:**

In 1999 the Crime Laboratory implemented a fully automated system for the tracking and accountability of evidence submitted along with the capability of report writing on-line. Evidence technicians must utilize LIMS each time they transfer evidence within the laboratory and to outside sources. For security, each technician is assigned a unique password which is used to ensure evidence is accounted for and that no one tampers with the evidence. The technicians must ensure that all evidence is electronically transferred each time they move it to certify the electronic chain of custody is accurate since this document is used in court proceedings in criminal trials. The electronic tracking must be completed on the day the transaction is performed since LIMS automatically assigns a time and date to the record.

**II. A. DESCRIPTION OF DUTIES AND RESPONSIBILITIES: (ORDER OF IMPORTANCE)**

Method Used (Check One)    ☐ Order of Importance    ☒ Sequential Order

Place an asterisk (\*) next to each essential function. (See instructions for complete explanation.) Please note percentage of time for each function.

**\*1. 20% -Evaluation, inventory and receipt of incoming evidence submissions**

The Evidence Control Unit receives evidence in approximately 30,000 criminal cases per year from law enforcement officers both via mail and in person. Upon receipt, the Evidence Technician is responsible for evaluating the analysis requested on each piece of evidence to determine if it meets the laboratory's criteria for

acceptance; determining if the laboratory has the capability to perform the requested analysis; and reviewing the submission form for essential data. The Technician must inventory each item of evidence in cases being submitted in person to ensure accountability upon receipt. Cases are secured in the evidence vault until they are transferred to the analyst. It is the responsibility of the Technician to ensure the integrity and preservation of each case is maintained while in his/her possession. Some items may need refrigeration and others not - the Technician must make this determination and also prevent any cross contamination. The chain of custody is first established in the laboratory upon receipt by the Technician.

## **\*2. 20% - Identification of Evidence**

Each item of evidence received by the Evidence Technician must be properly identified with the laboratory file number, the Technician's initials, and the date received. A case may consist of one item to hundreds of items of evidence. Proper identification of each piece is crucial to eliminate evidence mix up in the laboratory and also for recognition during court testimony. To ensure compliance with our accreditation standards, the technician must also ensure that all evidence coming into the laboratory meets the minimum seal requirements and if it does not, must remediate the seals to make it comply with these standards prior to accepting or storing.

## **\*3. 20% -Delivery and pick up of evidence to/from the assigned forensic analyst**

Cases received by the Technician are transported to the assigned analyst in the six different sections of the laboratory daily. Utilizing set time schedules, each Technician delivers the cases he/she received on that day and individually transfers custody of each case to the forensic analyst assigned.

At the time of delivery, the Technician picks up from the individual analysts all cases originally received by that Technician that are completed and ready to be disseminated back to the submitting officers. The evidence is secured in the evidence vault until the Technician processes the evidence for mailing or retention. Again, the Technician is responsible for maintaining the integrity of the evidence while in his/her possession.

## **\*4. 20% - Disposition of Evidence**

Evidence picked up from the forensic analyst will be returned to the submitting officer via the following. It is imperative for the Technician to maintain the security of the evidence until it is returned to the submitting officer and ensure all evidence is properly packaged and shipped according to federal guidelines to protect the laboratory from liability.

### U.S. Mail

The technician will process each case by placing a copy of the signed laboratory report on the outside of the evidence envelope, ensuring the lab number on the evidence and the report correspond; placing his/her initials on the package and the date mailed; and calculating the proper postage based on the class being utilized (first class, certified, etc.). The package is then placed in the section mail retention center for transfer to the post office by a Technician. It is the responsibility of the Technician to ensure the evidence is being returned according to the disposition reported on the laboratory report and in compliance with laboratory procedures. The evidence is picked up each morning from the post office and mailouts are delivered to the post office each afternoon by the technician to ensure security on the evidence until it is released from the laboratory.

### United Parcel Service

Again, the technician will process each case by placing a copy of the signed laboratory report on the outside of the evidence envelope, ensuring the lab number on the evidence and the report correspond; placing his/her initials on the package and the date mailed; and calculating the proper postage. UPS guidelines must be followed when using this mode of shipping which includes affixing required labels and markings and also logging the package on UPS on-line software. The package is picked up from the Evidence Control Unit by the UPS driver. It is imperative for the Technician to ensure the evidence is being returned according to the disposition indicated on the laboratory report and in compliance with laboratory procedures.

### Hold for Pick Up

Large quantities of drugs, large bulky items, firearms, and evidence submitted by regularly scheduled departments are held by the individual Technician to be picked up. The Technician must secure the evidence in the vault, ensure all items are properly marked for identification, and have it readily available to turn over to the officer. The Technician must maintain a well organized property cage in order to accomplish this mission.

#### **\*5. 10% - Chain of Custody and related Documentation**

Each time evidence is received or returned externally to/from the laboratory a hard signature must be maintained to record the chain of custody. Internally, all evidence transfers are electronically recorded by entering passwords of the giving and receiving individual. This record is essential to the Lab's accountability and tracking of evidence and confirms the admissibility of evidence in a court of law. The Technician is responsible for ensuring each transaction is accurate and recorded when an item of evidence is transferred to another individual.

Each Technician is responsible for maintaining an individual case log which tracks:

- Laboratory Case Number
- Date Evidence Received
- Analyst Assigned to
- Date transferred to Assigned Analyst
- Date Received back from Analyst
- Date returned/mailed/disposed

#### **\*6. 5% -Assisting Law Enforcement Officers**

The Evidence Control Unit acts as the liaison between the Crime Laboratory and the local law enforcement agencies. The Technician must be very knowledgeable in the laboratory's capabilities and the laboratory's procedures for submitting evidence. It is the responsibility of the Technician to assist and train officers in proper evidence packaging, identification and submission requirements both via telephone and in person. The Technician must project a professional and knowledgeable image when representing the State Bureau of Investigation and the Crime Laboratory in this capacity.

#### **\*7. 5%- Court Testimony**

The Technician must be available to testify to the chain of custody in criminal cases in Superior and District Court. The Technician must render testimony in a professional, truthful, and non-biased demeanor.

## **II. B. OTHER POSITION CHARACTERISTICS:**

### **1. Accuracy Required in Work:**

One hundred percent (100%) accuracy is required in all case work. In order for evidence to be admissible in court proceedings, the integrity, preservation and accountability of each item must be maintained. This mandate begins and ends with the Evidence Technician.

### **2. Consequence of Error:**

Errors in case work in the Evidence Control Unit could render the evidence inadmissible in court; thereby; allowing criminals to be set free.

### **3. Instructions Provided to Employee:**

The procedures used by the employee are well established and validated.

**4. Guides, Regulations, Policies and References Used by Employee:**

The policies, guidelines, and procedures used by the employee include the SBI Policy and Procedures Manual, the SBI Crime Laboratory Policy and Procedures Manual, the SBI Evidence Manual, the SBI Crime Lab Safety Manual, NC Department of Justice Safety Manual and the Evidence Control Unit Quality Assurance Manual.

**5. Supervision Received by Employees:**

The work of the employee is formally reviewed by the Section Supervisor twice a year during the evidence accountability audits and the section is inspected annually for compliance with accreditation standards. The technician works independently to ensure all procedures are followed and all assignments are completed with little or no daily supervision. Difficult or unusual problems are directed to the section supervisor for procedure interpretation and direction.

**6. Variety and Purpose of Personal Contacts:**

The employee is in daily contact with members of the law enforcement community rendering assistance and receiving case submissions as well as all laboratory personnel in the daily course of business.

**7. Physical Effort:**

The employee is required to lift medium to heavy packages and move them from one place to another daily.

**8. Work Environment and Conditions:**

One hundred percent (100%) of the Technician's time involves working with evidence which is often dirty and smelly and can be contaminated with blood and body fluids from an individual who may be carrying viruses for AIDS, hepatitis, herpes, VD, TB, etc.

**9. Machines, Tools, Instruments, Equipment and Materials Used:**

State owned automobiles, US Mail and UPS mail processing equipment, copiers, shredder, computer (in-house programs) and fax machine.

**10. Visual Attention, Mental Concentration and Manipulative Skills:**

In processing evidence, the visual senses are used predominantly and close attention to detail is needed. This position requires that the individual be attentive and mentally alert at all times for mistakes can be costly. The Technician must continually check his work being performed to make sure each case is processed according to procedures and that all evidence is protected from cross-contamination and handled safely.

**11. Safety for Others:**

Technicians must ensure the safety of all laboratory personnel by ensuring all evidence is properly packaged and safe when received. Strict safety procedures exist to ensure weapons are checked to determine if they are loaded prior to receiving and/or storing; that all bio-hazardous and hazardous materials are properly packaged and preserved; and that any contaminated documents or files are replaced prior to handling by other lab personnel.

**12. Dynamics of Work:**

The rules of evidence handling are concrete and rarely change in the laws.

**III. KNOWLEDGES, SKILLS & ABILITIES AND TRAINING & EXPERIENCE REQUIREMENTS**

**A. Knowledges, Skills and Abilities:**

1. Knowledge of evidence handling rules and/or experience in forensic laboratory environment would be

beneficial.

2. The ability to establish and maintain favorable working relationships with other law enforcement agencies and officers.