

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

STATE POLICE EVIDENCE TECHNICIAN SERIES

<u>CLASS TITLE</u>	<u>POSITION CODE</u>
STATE POLICE EVIDENCE TECHNICIAN I	41901
STATE POLICE EVIDENCE TECHNICIAN II	41902

Effective: 4-1-95

INTRODUCTION:

The State Police Evidence Technicians are used in a variety of areas within the agency. They are responsible for receiving, storing, distributing, and returning physical evidence used in a variety of major cases that occur in the State. They also are responsible for controlling the safekeeping of drugs/narcotics obtained as a result of investigations. It is not uncommon for drugs obtained in cases to have street values exceeding a million dollars. For this reason, and because of the necessity to handle evidence of serious crimes, a high degree of integrity is required.

Progression within the State Police Evidence Technician series is predicated upon the nature and scope of the duties performed. Testifying in court is an important element of the duties. State Police Evidence Technicians at the second level are used not only in the handling of evidence, but also in the processing of evidence in which routine work can be performed to assist Forensic Scientists of the State Police. Work of this nature can be of a variety such as reagent preparation, test firing of weapons, performing routine preliminary screening of evidence from criminal cases or entering images into units such as computerized drug fire or bulletproof acquisition stations.

State Police Evidence Technicians must have the ability to work with others and to effectively communicate with employees from other criminal justice agencies. They will also be expected to testify in court in reference to chain of evidence issues of cases.

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STATE POLICE EVIDENCE TECHNICIAN I

POSITION CODE: 41901

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, performs all the evidence handling processes associated with physical evidence as received by the State Police; this involves receiving, storing, distributing, collecting, and returning physical evidence to law enforcement agencies or assisting in disposal of evidence; chain of custody records are maintained and the incumbent testifies in court concerning the chain of custody; an incumbent in this class of positions inputs and tracks the process of cases with the computerized case tracking system; incumbents in this title may assist in the handling, control and distribution of K-9 drug samples used for training purposes.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs assigned duties involving the control of evidence at State Police centralized evidence vaults; receives evidence from various State Police units and subsequently stores with proper accountability.
2. Performs assigned duties involving the receiving of physical evidence from a law enforcement agency; prepares and reviews chain of custody administrative records; establishes appropriate case numbers; receives the evidence; stores the evidence in laboratory evidence vaults; distributes evidence to Forensic Scientists at appropriate times for analysis; reobtains evidence from Forensic Scientists upon conclusion of analysis; stores evidence and finally returns to the submitting agency.
3. Utilizes the appropriate protocol to enter data into the agency case tracking computer system; maintains a daily computer log of cases received for administrative control of physical evidence; prepares reports for supervisors with information such as types of cases received.
4. Develops good rapport with user agencies; ensures a smooth transfer of physical evidence and information to and from the unit of assignment; responds to inquiries from user agencies concerning the status of cases, location and, as appropriate, the anticipated completion dates of analytical examinations.
5. Prepares evidence for presentation in court proceedings; maintains case files and receipts to preserve chain of custody; prevents contamination and preserves the integrity of evidence; prepares physical evidence for transmission to other laboratories or units within the State Police; ensures proper transportation procedures are followed; testifies in court.

STATE POLICE EVIDENCE TECHNICIAN I (Continued)

6. Assists in the analytical weighing, packaging and destruction of drugs for K-9 training of the Illinois State Police.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of two years of college, preferably in one of the physical/biological sciences and/or law enforcement.

Knowledges, Skills and Abilities

Requires elementary knowledge of physical evidence processes such as can be obtained in introductory courses to law enforcement or through exposure to evidence processes by working in a forensic science laboratory in other support roles.

Requires ability to gain and maintain satisfactory working relationships with coworkers, various law enforcement personnel, and legal system personnel.

Requires ability to communicate ideas effectively in oral and written form.

Requires ability to analyze and correlate data contained in reports of crime.

Requires ability to testify effectively in court.

Requires ability to use computer software programs and hardware.

Requires ability to construct court exhibits and demonstration charts.

Requires ability to pass an agency background investigation.

STATE POLICE EVIDENCE TECHNICIAN II

POSITION CODE: 41902

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, performs preliminary physical evidence processing procedures which aid in the analysis of cases received at a forensic science laboratory from a law enforcement agency. The preliminary casework processes and results are carefully reviewed and certified by a Forensic Scientist. Individuals do not make final determinations on forensic examinations. Documentation of established procedures employed, to include charts/graphs/work sheets, are prepared for each case worked. A position in this class may assist in the preparation of reagents and equipment which are used by Forensic Scientists in casework and in the cleaning/calibration of instruments. Performs evidence handling processes associated with physical evidence such as receiving, storing, distributing, collecting, and returning physical evidence to law enforcement agencies.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs preparation and preliminary screening of physical evidence as directed by Forensic Scientists; records results of examinations according to established bureau policy and procedures.
2. Assists other laboratory staff in cleaning of instruments and related case processing equipment; performs selected calibration procedures on various analytical instruments; maintains charts and records in an inspection ready status; as directed by Forensic Scientists, prepares reagents used in the analysis of physical evidence.
3. Does preliminary work in assisting in the automating of drug fire and/or bulletproof computerized systems.
4. Performs assigned duties involving the receiving of physical evidence from a law enforcement agency; prepares and reviews chain of custody administrative records; establishes appropriate case numbers; receives the evidence; stores the evidence in laboratory evidence vaults; distributes evidence to forensic scientists at appropriate times for analysis; reobtains evidence from Forensic Scientists upon conclusion of analysis; stores evidence and finally returns to the submitting agency.
5. Utilizes the bureau/laboratory protocol; enters appropriate data into the case tracking computer system reflecting the activity, tests employed, and results associated with the analysis of physical evidence.
6. Develops good rapport with user agencies; ensures a smooth transfer of physical evidence and information to and from the forensic science laboratory; responds to inquiries from user agencies concerning the status of cases and anticipated completion dates of analytical examinations.

7. Prepares evidence for presentation in court proceedings; maintains case files as appropriate for the establishment of chain of custody information; preserves the integrity of examinations performed; prepares physical evidence for transmitting to other forensic science laboratories; ensures proper transportation results; assists in instructing law enforcement agencies in the proper procedures for submission of physical evidence; testifies in court.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of two years of college, preferably in one of the physical/biological sciences, supplemented with one year of experience in related evidence and/or sample tracking processes.

OR

Requires knowledge, skill and mental development equivalent to the completion of three years of college, preferably in one of the physical/biological sciences.

Knowledges, Skills and Abilities

Requires elementary knowledge of physical evidence processes such as can be obtained in introductory courses to law enforcement or through exposure to evidence processes by working in a forensic science laboratory in other support roles.

Requires elementary knowledge of laboratory techniques used for scientific examination of physical evidence.

Requires ability to gain and maintain satisfactory working relationships with coworkers, various law enforcement personnel, and legal system personnel.

Requires ability to communicate ideas effectively in oral and written form.

Requires ability to analyze and correlate data contained in reports on crime.

Requires ability to use computer software programs and various types of hardware.

Requires ability to construct court exhibits and demonstration charts.

Requires ability to develop evidence and to present it convincingly in reports, both verbally and in writing.

Requires ability to screen and/or identify physical evidence and other materials.

Requires ability to pass an agency background investigation.