

SENIOR LABORATORY TECHNICIAN (II-EVIDENCE HANDLING)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of higher level laboratory personnel, the incumbent receives from law enforcement agencies, establishes custody of and returns to law enforcement agencies, a large variety of legal physical evidence, in accordance with established standards for evidence handling. The incumbent stores the material so that it is readily accountable and retrievable. The incumbent maintains crime scene examination equipment, evidence collection materials and the forensic garage. Work is performed using a case tracking system in an automated systems environment. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Maintains contact with law enforcement agencies to facilitate timely receipt and return of physical evidence;

Receives various items of physical evidence from law enforcement agencies and issues legally acceptable receipts;

Takes legal and actual custody of physical evidence and deposits articles in evidence storage areas or transfers custody to a forensic analyst using procedures that are consistent with legal and regulatory mandates;

Tracks, via a laboratory information management system (LIMS), the custody history of physical evidence while the articles are in the possession of the laboratory;

Uses automated systems to facilitate retention of chain of custody records and legal reports in an archival fashion; uses automated systems to track and monitor evidence;

Is responsible for the maintenance, orderliness and security of evidence storage areas;

Maintains the forensic garage and is responsible for proper organization of its tools and other equipment;

Returns evidence to law enforcement agencies, following accepted legal standards;

Inventories and distributes various standardized laboratory evidence collection kits to police agencies, etc;

Organizes and inventories crime scene examination equipment and supplies;

Assists in the maintenance of orderly and clean laboratory work areas;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May testify in court of law as required;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the rules of evidence, particularly with respect to chain of custody; good knowledge of basic laboratory safety and universal safety precautions; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to maintain materials and records in a systematic, neat and orderly manner; ability to maintain and repair equipment; ability to operate automated laboratory information management systems, bar code readers, printers and other devices, etc.; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to understand and follow complex verbal and written technical instructions; ability to communicate effectively, both orally and in writing; ability to deal effectively with law enforcement personnel and outside agencies; thoroughness; integrity, accuracy; physical condition commensurate with the demands of the position.

MINIMUM TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either (a) four years of experience which included evidence handling and chain of control issues; or (b) four years of experience functioning as an Autopsy Assistant in a Medical Examiner's Office.

NOTE: Physical evidence is described as any article which may have some bearing on a criminal or civil legal case. Examples of physical evidence can be (but are not limited to) controlled substances (drugs of abuse), guns, knives, jewelry, monies and other valuables, automobiles, bloody clothing, and other potential biologically hazardous materials, explosives, tear gases, fuels and other potential chemical hazards, etc.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State.