

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 1854100

State Police Evidence Technician 1, Grade 8 1854100
State Police Evidence Technician 2, Grade 11 1854200

Brief Description of Class Series

State Police Evidence Technicians are non-competitive positions responsible for the preparatory work of evidential materials to be analyzed by higher-level Forensic Scientists. Positions in this title series ensure the proper packaging, handling, storage, and chain-of-custody of evidence. Incumbents of these positions employ analytical techniques to differing types of evidence to ensure their legitimacy and authenticity in criminal proceedings. Positions in this title series utilize scientific equipment, procedures, techniques, and audits to ensure departmental compliance with all applicable rules, regulations, and policies regarding the handling of evidence.

These positions are classified only at the Division of State Police.

Distinguishing Characteristics

State Police Evidence Technician 1: entry-level; non-competitive technical position; ensures proper storage of evidence by ascertaining what analyses are needed and knowing in what order they must be completed; employs various scientific instruments, databases, and automated systems to ensure compliance with laboratory standards and protocols in order to preserve the chain-of-custody.

State Police Evidence Technician 2: supervisory level; non-competitive technical position; oversees daily operations of the Evidence Receiving Unit; conducts quality assurance audits to maintain conformity with laboratory standards and protocols.

Illustrative Tasks

State Police Evidence Technician 1

Employs various scientific instruments, databases, and automated systems to ensure compliance with laboratory standards and protocols in order to preserve the chain-of-custody.

Calibrates and balances scientific instruments using standard procedures and samples.

Receives and processes items submitted and secures items in designated areas.

Applies sterile and isolation techniques to prevent contamination of samples, work areas, and staff.

Operates equipment in accordance with established protocols and quality control procedures.

Records observations as evidence in order to ensure the integrity of evidence presented.

Documents the dispersal and return of items for analysis.

Employs automated systems to maintain the integrity of the evidence submitted to establish an unimpeachable chain-of-custody.

Accounts for all evidence in the laboratory system and conducts laboratory section audits to determine compliance with standards and protocols.

Consults with the criminal justice community for evidentiary policies and establishment of best practices for evidence receiving, handling, safety, and storage.

Instructs law enforcement personnel on the proper evidentiary protocols and procedures in order to obtain the best evidence for presentation in a court of law.

Secures biological samples from potential employees for drug testing.

Provides criminal, local, or grand jury expert testimony.

Disseminates information for external and internal stakeholders regarding evidence receiving, handling, safety, and storing protocols and best practices.

Performs other related duties as directed by a supervisor.

State Police Evidence Technician 2

In addition to the above, a State Police Evidence Technician 2, oversees daily operations of the Evidence Receiving Unit.

- Supervises and trains State Police Evidence Technicians 1.
- Trains evidence receiving staff to use the various technical and scientific instruments.

- Advises and demonstrates proper evidence procedures and protocols for maximum safety.
- Certifies evidence receiving staff compliance with sterilization, sanitation, quality control, isolation, and protocols and procedures.

Administers quality assurance audits to maintain the integrity of the evidence according to established protocols.

Collaborates with other departments on quality assurance and Laboratory Information Management System Evidence Manual revisions and updates.

Ensures resolution of discrepancies at submission entry.

Travels to system laboratories as backup when staffing shortages exist.

Monitors database to control keys for all evidence storage areas.

Performs other related duties as directed by supervisor.

Minimum Qualifications

State Police Evidence Technician 1

Non-Competitive: an associate's degree with at least eighteen credit hours in biology, chemistry, health science, physics, or science technology.

State Police Evidence Technician 2

Promotion: one year of service as a State Police Evidence Technician 1.

Non-Competitive: an associate's degree with at least 18 credit hours in biology, chemistry, health science, physics, or science technology, and one year of experience as an evidence technician.

Attachment

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

06/2021

LEM

Parenthetic Attachment

State Police Evidence Technician 1 (Digital): collects, maintains, and manages digital multimedia collected from State Police body-worn cameras; operates a computer to enter, retrieve, review and modify digital data by utilizing word processing, database, and other appropriate computer programs; uses software to identify, collect, and preserve digital footage obtained from the body worn cameras; analyzes digital audio/video recordings for redaction and dissemination to requestors, ensuring that sensitive footage is appropriately redacted in compliance with State Police policies, procedures, rules and regulations as well as public records laws; ensures that all body worn camera digital data is properly stored and easily retrieved from computer sources, by adhering to agency procedures and protocols; and may provide testimony and serve as an expert witness.

State Police Evidence Technician 2 (Digital): collects, maintains, and manages digital multimedia collected from State Police body-worn cameras; supervises the activities of the State Police Evidence Technicians 1 (Digital), Grade 8, by inspecting redacted footage for accuracy and compliance with State and agency policies and procedures; evaluates internal and external requests for camera footage and determines appropriate priorities; coordinates with internal and external stakeholders regarding requests for camera footage; disseminates redacted digital files to requestors in a timely manner; assists prosecutors by ensuring that all discovery requests that pertain to camera footage are completed according to established State Police policies, procedures, and public records laws; creates event tag designations and retention schedules for storage of audio/video recordings; assists with periodic quality control audits of the storage system; and provides testimony and serves as an expert witness.

Minimum Qualifications

State Police Evidence Technician 1 (Digital)

Non-Competitive: as associate's degree in criminology, criminal justice, or information technology systems; or a high school diploma or GED and either two years of experience analyzing recorded or taped audio and visual materials using digital equipment, or two years of criminal justice experience.

State Police Evidence Technician 2 (Digital)

Promotion: one year of service as a Digital Evidence Technician 1.

Non-Competitive: an associate's degree in criminology, criminal justice, or information technology systems, and one year of experience receiving, redacting, and maintaining non-evidentiary and evidentiary audio and visual materials.