

## JOB FAMILY CONCEPT

This family consists of two levels of criminal technician work. Levels are distinguished based on the complexity of the work, level of supervision received, and the degree of autonomy. Safety services positions carry a higher consequence of error than other job family groups, in that these positions have the ultimate accountability and responsibility for legal compliance. This job family is distinguished from other job families by the primary responsibility for preservation, control, and protection of chain of evidence and accurate data entry into state and federal criminal databases.

This family provides expertise and guidance in several areas including:

- Protection of chain of evidence
- Criminal data documentation
- Law enforcement support
- Investigation support

## TYPICAL FUNCTIONS

***The typical functions listed are typical examples of work performed by positions in this job classification. Not all functions assigned to every position are included, nor is it expected that all positions will be assigned every typical function.***

- Accurate data entry into and comprehensive information retrieval from APSIN (Alaska Public Safety Information Network), NCIC (National Crime Information Center), NLETS (National Law Enforcement Telecommunication System) and ARMS (Alaska Records Management System)
- Accepts, catalogs, stores, maintains chain of evidence and detailed records and files regarding and provides for the disposition of all evidence submitted to the state or federal court system.
- Creates, modifies, and maintains databases, spreadsheets, and a variety of reference materials pertaining to the Police Department as required.
- Assist investigators with case development by providing clerical support and transcriptions
- Research information pertaining to criminal history checks on individuals, vehicle data, and other information pertinent to investigations
- Experience reading and comprehending Federal laws and State statutes, regulations, and procedures and applying them to specific situations
- Strong written, verbal, and detail-oriented communication skills with the ability to communicate complex information
- The ability to compile information and compose documents without errors

- The ability to work independently with minimal supervision while remaining self-motivated
- Proficiency using the Microsoft Office Suite Programs (Outlook, Word, Excel and PowerPoint)

## LEVELS AND COMPETENCIES

The primary distinction between levels is reflected in the Level Descriptors. As levels increase, scope, complexity and degree of independence increase. Higher levels may perform duties of lower levels. Education and experience are stated at the minimum threshold for the level. Additional education or experience may be desirable for some positions.

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### **Level 1 Criminal Technician I** **PCLS: 04460**

**Grade 77**  
**Non-Exempt**

#### ***Descriptors***

Work is performed under direct supervision. Accepts all evidence required for any type of case presentation; catalogs and repackages as required for safe storage. Maintains accurate records, files, and chain of evidence documentation for all materials received. Ensures that automated records of inventory and storage sites are current and accurate. Provides factual information to representatives of governmental agencies, attorneys, individuals involved in court cases, and others regarding evidence procedures, search warrants, and grand jury indictments, in person and over the telephone. Assist investigators with case development by providing clerical support and transcriptions. Uses a variety of standard office equipment, including a computer, in the course of the work.

#### ***Knowledge, Skills, and Abilities***

Basic knowledge of law enforcement techniques, protocols and procedures. Basic knowledge of federal, state and local statutes and laws. Basic computer skills. Excellent verbal and written communication skills. Ability to receive, interpret and process information. Ability to learn procedures and regulations regarding the safeguarding of evidence. Ability to interpret federal, state and local policies, procedures, and processes.

#### ***Education and Experience***

High school graduation or GED AND three (3) years of full-time experience in general office support, storekeeping or law enforcement support work. Must obtained within 30 days and maintain APSIN security clearance during entire employment

**Grade 78  
Non-Exempt**

**Level 2 Criminal Technician II  
PCLS: 04461**

***Descriptors***

Work is performed under intermittent supervision. May Lead\*\* Criminal Technician 1 activities. Accepts all evidence required for any type of case presentation; catalogs and repackages as required for safe storage. Maintains accurate records, files, and chain of evidence documentation for all materials received. Ensures that automated records of inventory and storage sites are current and accurate. Prepares orders of release and releases evidence as directed by District Attorney staff after completion of court activities. Disposes of evidence in a proper manner if not being returned to designated owners. Testifies in court regarding evidence received and stored and validates custodial care. Provides factual information to representatives of governmental agencies, attorneys, individuals involved in court cases, and others regarding evidence procedures, search warrants, and grand jury indictments, in person and over the telephone. Accurate data entry into and comprehensive information retrieval from APSIN (Alaska Public Safety Information Network), NCIC (National Crime Information Center), NLETS (National Law Enforcement Telecommunication System) and ARMS (Alaska Records Management System). Creates, modifies, and maintains databases, spreadsheets, and a variety of reference materials pertaining to the Police Department as required. Assist investigators with case development by providing clerical support and transcriptions. Research information pertaining to criminal history on individuals, vehicle data, and other information pertinent to investigations or ownership of evidence. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team. Uses a variety of standard office equipment, including a computer, in the course of the work. May be assigned Uniform Crime Reporting (UCR) NIBRS or Clery Act incident tracking, analysis, data entry, or reporting duties.

***Knowledge, Skills, and Abilities***

Knowledge of law enforcement techniques, protocols and procedures. Knowledge of federal, state and local statutes and laws. Advanced computer skills. Excellent verbal and written communication skills. Ability to receive, interpret and process information. Knowledge of procedures and regulations regarding the safeguarding of evidence. Ability to interpret federal, state and local policies, procedures, and processes Must have experience in law enforcement CAD, RMS and State of Alaska APSIN/NCIC systems. Ability to lead\*\*



### ***Education and Experience***

High school graduation or GED and three (3) years of full-time experience in general office support, storekeeping or law enforcement or emergency dispatch support work. In addition, one (1) year of receiving, storing and disposing of evidence in a law enforcement or court setting. Must obtained within 30 days and maintain APSIN security clearance during entire employment.

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- \* **Complexity:** Refers to the interpretation of University regulations, and federal, state and local statutes and laws. Complexity increases as the application, interpretation and frequency of working with these increases. Complexity also increases as positions become freer to operate independently. Complex positions interpret and apply regulations, statutes and laws in situations that may be conflicting, or may require more discretion and are more sensitive in nature.
- \* **Scope:** Refers to the impact of decisions a position has on the department, campus, University or other external community members.
- \*\* **Lead:** Provide day-to-day guidance, training and direction for staff in addition to other duties. Regularly assign and review work. Individuals must be fluent in the assigned area of responsibility.
- \*\* **Supervise:** Hire, train, evaluate performance and initiate corrective action.