



# Austin Cook

## Evidence Specialist, Forensic Evidence Operations

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### SUMMARY

Evidence specialist with four years supporting forensic laboratory and law enforcement evidence operations. Manages secure intake, **chain of custody**, laboratory information management systems, inventories, audits, confidential records, evidence transfers, and court documentation. Associate educated in forensic science with practical knowledge of evidence preservation, biohazard safety, NIBIN acquisition, **mobile device acquisition**, technical correspondence, and report notarization. Coordinates examination requests with investigators, laboratory personnel, submitting agencies, courts, and external laboratories. Maintains accurate records under time constraints, protects physical evidence from loss or contamination, and communicates clearly during sensitive case activity. Holds an active **Ohio Notary Public commission** and valid Ohio driver's license with a **satisfactory driving record**. Prepared to contribute disciplined evidence control and sound judgment within a forensic laboratory.

### EXPERIENCE

#### Evidence Control Specialist

Franklin Forensic Support Center 📅 July 2024 - Present 📍 Columbus, OH

Supports **forensic evidence operations** for municipal and county investigators, managing secure intake, storage, records, transfers, NIBIN acquisition, technical correspondence, and audit readiness. Work protects evidence integrity while giving **laboratory personnel** and submitting agencies dependable case information.

- Reconciled packaging, identifiers, requests, and custody records before accepting investigator submitted **physical evidence**.
- Updated laboratory information management records with transfers, locations, dispositions, corrections, and complete item histories.
- Resolved inventory discrepancies through documented evidence room **audits** while protecting confidential case materials.
- Coordinated controlled shipments and hand deliveries with receipt verification for external laboratory transfers.
- Performed **NIBIN acquisition**, reviewed generated imagery, and routed candidate associations to Criminalists for confirmation.
- Prepared technical correspondence, notarized authorized reports, and answered submitting agency custody inquiries.

#### Property and Evidence Technician

Riverbend Police Department 📅 October 2022 - June 2024 📍 Springfield, OH

Managed property and evidence workflows for patrol and investigative units, supporting controlled storage, preservation, mobile device acquisition, statistical reporting, examination coordination, and legal documentation. Reliable records helped supervisors plan **inventories** and helped authorized stakeholders prepare evidence related proceedings.

- Checked seals and documentation before assigning controlled storage by item type and handling requirements.
- Applied preservation and **biohazard safety** practices when processing potentially contaminated evidence for authorized examination.
- Documented device condition and custody events during **mobile device acquisition** support workflows.
- Produced **confidential records** and statistical summaries from case management data for operational planning.
- Coordinated **examination requests** and secure report distribution with investigators, **courts**, and laboratory contacts.
- Reviewed custody histories and source records, then supplied factual documentation for evidence proceedings.

### STRENGTHS

- 🔒 **Evidence accountability**  
Reconciled seals, identifiers, requests, and custody records before acceptance, catching issues early during busy intake periods.
- ✅ **Audit readiness**  
Turned inventory findings into documented corrections, giving supervisors a clearer view of stored evidence and case records.
- 👥 **Forensic coordination**  
Connected investigators, laboratory staff, and outside agencies around examination requests, keeping communication factual and moving.
- 🔍 **Technical judgment**  
Reviewed NIBIN imagery for possible associations, then passed candidate results to Criminalists for careful confirmation.
- 💬 **Sensitive communication**  
Handled confidential inquiries and court documentation with a calm, direct approach; clarity mattered most during pressure.

### SKILLS

Physical Evidence Handling

Chain of Custody

Laboratory Information Systems

NIBIN Acquisition

Mobile Device Acquisition

Evidence Inventories

Evidence Audits Biohazard Safety

Confidential Records

Technical Documentation

Evidence Transport Notarization

Court Documentation

Law Enforcement Communication

Evidence Preservation

## LANGUAGES

English Native

Spanish Beginner

## MY CAREER



● Evidence Control Specialist  
at Franklin Forensic Support  
Center (2.2 Years)

● Property and Evidence  
Technician at Riverbend Police  
Department (1.7 Years)

## PROJECTS

### Evidence Storage Accountability Review 📅 2024

Reviewed storage records, transfer histories, and inventory findings across active evidence operations. Documented discrepancies and supported corrective action, helping preserve accountability for confidential physical evidence.

### NIBIN Acquisition Workflow 📅 2023

Supported spent cartridge case acquisition and image review within a controlled forensic workflow. Routed possible associations to Criminalists, connecting careful intake work with confirmatory examination.

## LEADERSHIP & AWARDS

- Recognized by forensic laboratory leadership for dependable evidence intake and accurate custody documentation.
- Commended by investigative personnel for clear communication during time sensitive evidence requests and proceedings.
- Entrusted with authorized report notarization and confidential case documentation through consistent judgment.

## EDUCATION

### Associate of Applied Science in Forensic Science

Sinclair Community College 🎓 GPA: 3.5 📅 2022 📍 Dayton, OH

**Coursework:** Forensic science principles, criminal justice operations, biohazard safety, evidence preservation

## CERTIFICATIONS

- Ohio Notary Public Commission 📅 2025
- Valid Ohio Driver's License 📅 2022

## TECHNICAL SKILLS

- **Evidence Management:** Chain of custody, evidence intake, secure storage
- **Laboratory Systems:** Laboratory information management systems, case records, transfer histories
- **NIBIN Operations:** Cartridge case entry, image review, candidate association
- **Mobile Forensics:** Mobile device acquisition, device condition, custody events
- **Records Management:** Confidential records, statistical data, correspondence
- **Evidence Transport:** Controlled packaging, secure shipment, receipt verification
- **Quality Control:** Inventories, audits, inspections
- **Forensic Practices:** Evidence preservation, physical evidence processing, forensic science principles
- **Safety Practices:** Biohazard safety, contamination prevention, protective handling
- **Communication Systems:** Telephone systems, laboratory communication devices, electronic equipment
- **Legal Documentation:** Technical reports, notarization, court documentation
- **Stakeholder Communication:** Law enforcement agencies, courts, submitting agencies

## PROFESSIONAL AFFILIATIONS

- Forensic laboratory personnel and Criminalists, coordinated examination requests and candidate evidence follow up.
- Law enforcement and court stakeholders, supported accurate records, secure report distribution, and factual communication.

## ADDITIONAL INFORMATION

**Work Status** : Authorized to work in United States. No sponsorship required.

## REFERENCES

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AVAILABLE ON REQUEST