

CRIME SCENE TECHNICIAN

JOB DESCRIPTION

Classification Responsibilities: A Crime Scene Technician is responsible for identifying, collecting and preserving evidence at crime scenes in support of law enforcement activities. An employee in this class performs the following duties: photographs crime and accident scenes including burglaries, robberies, deaths, thefts and assault victims to record the appearance of evidence using highly-skilled photographic and evidence-gathering techniques; identifies, collects, and secures physical evidence including: blood, body fluids, hair, fibers, and firearms for laboratory testing and use as evidence in criminal prosecutions; searches for and develops latent prints at crime scenes; photographs and fingerprints suspects, victims (including deceased individuals), witnesses, and applicants; produces castings of footprints, tire tracks, and other impressions; and testifies in court. A major aspect of the duties includes writing detailed reports, and establishing and maintaining records to ensure proper chain of custody of physical evidence. This class is responsible for performing related duties as required.

Distinguishing Features: The Crime Scene Technician is a civilian position assigned to the Forensic Services Section in the Police Department. Employees in this class participate in an on-the-job training program as part of their regularly scheduled duties. A Crime Scene Technician may also participate in laboratory processing. Work requires the exercise of initiative and independent judgment in implementing established work methods and procedures. Supervision is received from a Crime Scene Technician Unit Supervisor who reviews work through reports, meetings, field observations, and overall results achieved. The work requires exposure to hazardous chemicals and evidence that may be biohazardous or carcinogenic. Incumbents in this class may be required to use a respirator when these elements may be present. A Crime Scene Technician position requires shift work, working weekends and holidays. This class is FLSA nonexempt.

QUALIFICATIONS

Education and Experience: Applicants must have completed at least 64 credit hours of college coursework from an accredited college or university with a grade point average of 2.0 (out of a possible 4.0) or better. Coursework in Photography, Criminalistics, and Physical Science (Biology/Biochemistry, Chemistry, or Forensic Science) is highly desirable. Preference will be given to applicants with a Bachelor of Science degree from an accredited college or university in Biology/Biochemistry, Chemistry, or Forensic Science. Federal Bureau of Investigation (FBI) training in the field of forensics or at least one year of law enforcement experience (including evidence collection, report taking, investigation, and fingerprinting) is also preferred.

Special Requirements: Must possess a valid Arizona Driver's License by the hire date. Because of the confidential, sensitive nature of work required, successful completion of a polygraph and background investigation is required. Must be able to qualify to use protective respirator equipment based on passing a specialized physical examination by the hire or promotion date and maintain certification. Candidates given a conditional job offer will be required to successfully complete a psychological evaluation and medical examination.

ESSENTIAL FUNCTIONS

Communication: Communicates with sworn officers, coworkers, supervisors, and the public in answering questions, processing crime scenes, explaining procedures, and handling complaints. Interacts with victims and witnesses. Instructs and/or trains others regarding crime scene processing techniques. Testifies in court. Produces detailed written crime scene reports.

Manual/Physical: Inspects and visually investigates crime scenes (burglaries, deaths, robberies, thefts, etc.) for the collection and preservation of evidence. Photographs, processes and lifts latent prints. Casts shoe impressions. Uses special lighting techniques and equipment to make latent physical evidence visible. Works with chemicals, powders, and body fluids using personal protective equipment according to prescribed safety standards and regulations. May be required to use a respirator when performing duties requiring exposure to hazardous chemicals and evidence that may be biohazardous and carcinogenic. Operates full-size vans requiring a standard Arizona Driver's License to respond to crime scenes. Inspects fluid levels and tire pressure in vehicles, performs routine maintenance and repairs on equipment and stocks vehicles with supplies. Lifting heavy items may be required. Distinguishes colors when using chemicals or documenting crime scenes. Tests and evaluates new photographic techniques and equipment. Assembles composite drawings of suspects using information gathered from witnesses and utilizing a computer software program. Listens and communicates via police radio. Operates a laptop computer using various software programs.

Mental: Conducts crime scene investigations by analyzing the details of the case, matches found and stolen property, interprets the results of field drug testing, and writes detailed reports for investigative officers. Determines procedures/methodology to be used when identifying, collecting, and processing evidence. Comprehends and makes inferences from written material including procedure manuals and departmental administrative and field orders in order to learn and apply crime scene processing techniques. Performs basic mathematical calculations to measure distance. Understands and interprets schematic drawings and visual aids in order to assemble composite drawings of suspects from verbal or written descriptions. Learns job-related material in a classroom setting and through on-the-job training regarding the processing and preservation of physical and photographic evidence.

Knowledge and Abilities:

Knowledge of:

Law enforcement activities and the organization of a police department; and the functions of a police forensics laboratory.

Ability to:

read maps and learn the geography of the City;

observe and recall details;

learn photographic techniques and methods including the use of a variety of film, digital equipment, lighting, filtration, infrared, and ultraviolet techniques;

learn to use powders and chemicals to process scenes for latent fingerprints and subsequent lifting/photographing;

learn standard techniques for classification, development, transfer and chemical processing of fingerprints;

learn the techniques for gathering and preserving physical evidence;
learn the rules of evidence and court methods and procedures;
learn the hazards and safety precautions related to crime scenes, chemicals and equipment used in processing evidence;
learn gunshot residue testing and field drug testing;
present accurate and professional testimony in court; and
establish and maintain effective working relationships with associate personnel, federal, state, and regional law enforcement agencies, court personnel and the public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 8/05

KB/ha

CS3828.DOC (Full-time) PAY RANGE: 41

CS3990 (Part-time) PAY RANGE: 41

EEO-Tech SH-16, 02

NIDA-None CDL-None

RESP-Yes IND-8810/100.0%

JOB FCTN-TEC SWORN-No

PAY STEPS-A-G