

FORENSIC SERVICES LABORATORY TECHNICIAN

POSITION DESCRIPTION

Classification Responsibilities: A Forensic Services Laboratory Technician performs technical duties associated with forensic analyses. Responsibilities include: assisting professional staff by collecting and securing biological evidence at major crime scenes; preparing reagents, samples, and solutions for chemical analyses; maintaining reference standards; maintaining inventories of stored evidence and supplies; collecting fingerprint images using a live scan machine; performing various processes associated with the photo laboratory; scanning, indexing, and performing duties associated with the Records Section's Document Records System; and cleaning/maintaining laboratory equipment. Additional duties performed include the following: calibrates and documents actions on laboratory apparatus, equipment, glassware, instruments, and safety devices, and notifies supervisor when repair or service is needed; operates laboratory instruments on a routine basis; and creates/maintains records and updates case files to assist the Criminalist in documenting the analyses conducted. This class performs related duties as required.

Distinguishing Features: This is a civilian classification. Incumbents are trained in laboratory techniques and procedures. The Forensic Services Laboratory Technician functions as a safety officer for the section. Supervision is received from a Supervisory Criminalist or designee who reviews work through observation on the job, reports, conferences, and results achieved. The work involves exposure to chemicals and other hazardous materials, and requires considerable exercise of judgement and care in handling physical evidence to ensure legal acceptability. Incumbents will be subject to emergency call out and standby during off-duty hours. This class is FLSA nonexempt.

QUALIFICATIONS

Education and Experience: Requires any combination of training, education, and experience equivalent to a Bachelor's Degree from an accredited college or university with at least twelve semester hours of science courses required. A Bachelor's Degree from an accredited college or university in Biology/Biochemistry, Chemistry, or Forensic Science; training in the safety requirements of a chemical laboratory; or experience in laboratory assistance and/or crime scene processing is preferred.

Special Requirements: Must possess a valid Arizona Driver's License by hire date. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph examination is required. Must be able to qualify to use protective respirator equipment based on passing a specialized physical examination by hire or promotion date and maintain certification.

ESSENTIAL FUNCTIONS

Communication: Communicates with coworkers, other City employees, vendors, and the general public in order to assist with the collection of evidence at crime scenes, and order supplies and services for the Forensic Services Section. Receives instructions and on-the-job training from other Forensic Services Section personnel. Prepares reports and records with clearly organized thoughts using proper sentence structure, punctuation, and grammar.

Manual/Physical: Inspects and evaluates equipment, objects, safety devices (emergency showers,

eyewash fountains, fume hoods, and fire extinguishers), information and work-related conditions to determine compliance with prescribed operating and safety standards, regulations, and guidelines, including manufacturer's specifications on computerized scientific equipment. Monitors, orders, and replaces high pressure gas cylinders. Monitors and maintains deionized water system and the biological drying rooms. Operates laboratory equipment on a routine basis. Inspects vehicles used by Forensic Services Section personnel. Uses common hand tools, such as a screwdriver and various maintenance tools, to clean, maintain, and calibrate laboratory apparatus, equipment, glassware, instruments, and safety devices on a regular basis. Receives, logs, distributes, and maintains inventory of physical evidence obtained from crime scenes and other agencies to be used in professional and scientific analyses. Document, collects, and packages biological evidence at major crime scenes. Collects, packages, stores, and arranges for removal of hazardous chemical and/or reagent wastes and biological wastes. Inventories capital equipment. Inventories, distributes, and replenishes laboratory supplies including items needed for the biological evidence drying rooms. Enters data into a personal computer. Works with chemicals using specialized non-routine, protective equipment.

Mental: Prepares reagents, samples, and solutions for several types of analyses. Provides documentation to management regarding hazardous conditions and needed repairs. Serves as a liaison to the Police Procurement and Facilities Supervisor to ensure adequate operation of electrical, plumbing, and heating/cooling systems. Ensures regularly scheduled and needed maintenance is performed on laboratory vehicles. Maintains various records for the Forensic Services Section. Creates, records, and updates case files necessary to assist Criminalists in documenting the analyses conducted. Maintains, updates, and documents references, standards, and protocol files for easy retrieval by the Criminalists. Comprehends and makes inferences from written material such as instructions for operating or calibrating scientific instruments.

Knowledge/Skills/Abilities:

Knowledge of:

general chemistry;
laboratory equipment and terminology;
inventory, stocking, and maintaining supplies;
routine record keeping procedures;
chemical safety requirements for laboratories including proper disposal of waste materials, and;
techniques involved in collecting, identifying, and preserving criminal evidence materials.

Skill in:

operating a personal computer;
applying oneself to detail; and
using hand tools effectively.

Ability to:

follow verbal and written instructions exactly;
prepare chemical reagents, solutions, and samples;
provide detailed, technical laboratory and field assistance;
operate scientific instruments;
organize and maintain a laboratory area;
learn and apply rules of evidence and legally accepted methods and procedures;
testify in court and withstand cross-examination; and
establish and maintain effective working relationships with department personnel and outside agencies.

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EEO-Tech

NIDA-None

RESP-Yes

PAY RANGE: 40

SH-None

CDL-None