

## CRIME SCENE TECHNICIAN

### DEFINITION

Under general-supervision, perform crime scene duties by identifying, collecting, preserving and processing physical evidence at crime scenes and in a laboratory; to prepare appropriate reports; assist in criminal investigations; testify in court; and assist in other duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This is a journey-level technical position in which incumbents collect and preserve evidence. Individuals in this classification receive on-the-job training and experience. This classification is distinguished from the journey-level professional position in that the latter works more independently performing the more complex duties.

### SUPERVISION RECEIVED

Receives general direction from the Unit Administrator and technical and functional supervision from sworn personnel, management staff, and/or lead staff.

### SUPERVISION EXERCISED

None.

### ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Performs technical tasks in the collection and preservation of evidence at a crime scene such as lifting fingerprints, collecting body fluids and clothing, dislodging bullets, and making plaster impressions.

Packages evidence for storage; ensures proper procedures are followed.

Photographs a wide variety of situations to ensure proper documentation of the crime scene.

Prepares reports and records of crime scenes and evidence collected; prepares diagrams.

Testifies in court regarding the crime scene and the evidence collected.

Performs duties related to other areas of civilian police activities as necessary.

Reports to crime scenes to collect evidence on a 24-hour basis as needed.

Performs related work as necessary.

## JOB RELATED AND ESSENTIAL QUALIFICATIONS

### Knowledge of:

Basic report writing.

Basic photography.

Fingerprint processing.

Evidence collection and packaging.

### Ability to:

Learn principles and practices of technical crime scene processing and crime scene reconstruction.

Locate, analyze and interpret data related to crime scene work.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work both as part of a team, and equally well independently.

Carry out complex instructions regarding the appropriate collection of differing kinds of evidence.

Maintain confidentiality while processing evidence and cases.

## EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two years of law enforcement experience. Crime scene training is highly desirable.

Education: Equivalent to completion of the twelfth grade. Possession of an Associate's degree or coursework in criminalistics/forensic science, natural science (biology, biochemistry, or chemistry), or a related field is highly desirable.

Licenses or Certificates: Possession and maintenance of a valid Class C California Driver's License. Possession of or ability to obtain, a Peace Officer Standards and Training (POST) certified Basic Field Evidence Technician certificate, within twelve (12) months of employment.

### SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical abilities and work environment: wear a uniform and safety equipment; work evening, holidays, and weekends in variable indoor and outdoor conditions; confined spaces; safely drive to various locations throughout the City and County during day and evening hours; tolerate exposure to outdoor elements in all weather conditions (e.g. heat, cold, and rain) throughout the year; exposure to dust, solvents, fumes, gases, toxic waste, odors, or other irritating particles; grasp and perform repetitive hand movements and fine coordination to prepare documents and data using a computer, keyboard and mouse/trackball, laptop, photographic equipment, and/or tablet; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop, climb, safely lift and maneuver equipment and materials weighing up to 50 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

Not less than 18 years of age at time of appointment.

PROBATIONARY PERIOD: One (1) Year

C685 Crime Scene Technician

May 1990

Revised March 2000

Revised October 29, 2020

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt