

CITY OF HEMET CRIME SCENE TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general direction, performs crime scene duties in support of police operations and activities and assists in related duties as assigned.

CLASS CHARACTERISTICS

The Crime Scene Technician is a non-sworn class responsible for performing non-emergency civilian crime scene technician duties.

EXAMPLES OF DUTIES

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

1. Identifies, collects, documents, and preserves physical evidence from crime scenes; this includes lifting latent fingerprints using a variety of methods; documents crime scenes and accident locations by conventional, digital and video photography and sketching; and documents and collects impressions of shoe prints, tire tracks and other objects at crime scenes.
2. Coordinates examination of specific evidence items by appropriate expert, if necessary.
3. Packages and transports evidence.
4. Attends and photographs autopsies.
5. Prepares investigative reports on crime scenes including observations, actions taken and conclusions.
6. Presents findings of investigations and/or forensic examinations conducted in a court of law as an expert witness.
7. Maintains equipment in a state of readiness, including all department photographic equipment.
8. Performs functions within the Property and Evidence Section as needed.
9. Performs other related duties and responsibilities as assigned.

WORKING CONDITIONS:

- Incumbent is subject to call outs for crime scene investigations after normal working hours, and may work evenings, weekends and holidays.
- Potential exposure to chemicals, blood borne pathogens and other infectious diseases may exist.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Graduation from high school or equivalent supplemented with training and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. Example combinations include courses and/or training in fingerprint classification, fingerprint comparisons, photography, and evidence collection and preservation, and 2 years of experience involving criminal records, evidence identification and fingerprint classification or related experience with a law enforcement agency highly desirable.

Knowledge, Skills and Abilities

- Ability to locate, analyze and interpret evidence related to crime scene work.
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to physically perform assigned tasks, to include working outdoors exposed to adverse weather conditions; lifting up to 50 pounds at one time; climbing stairs and ladders, bending, lifting, crawling into confined spaces; and working various shifts, weekends and holidays as needed at crime scenes.
- Ability to learn and apply department policies, procedures and regulations.
- Ability to follow verbal and written directions and establish and maintain effective working relationships.
- Thorough knowledge of the law, policies and procedures applying to the collection and preservation of physical evidence.
- Thorough knowledge of the analysis and identification procedures for latent fingerprint evidence.
- Skill in using photographic equipment.
- Possess adequate computer skills.

Special Requirements

Possession of or ability to obtain a valid California Driver's License and maintain a satisfactory driving record.

Must be able to pass an extensive background check.