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## **CRIME SCENE EVIDENCE TECHNICIAN SENIOR CRIME SCENE EVIDENCE TECHNICIAN**

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### **DEFINITION**

Under general supervision, performs a variety of clerical, administrative and highly technical duties related to the identification, collection, preservation and storage of property and evidence and assists sworn officers / detectives with minor and major crime scene investigations.

### **SUPERVISION EXERCISED**

None as Crime Scene Evidence Technician. Senior Crime Scene Evidence Technician provides functional supervision of subordinate personnel.

### **EXAMPLES OF ESSENTIAL DUTIES**

Duties may include but are not limited to:

Identify and mark evidence at crime scenes, photograph/video crime scenes, prepare sketches, measurements and recover, process and prepare evidence for crime laboratory testing.

Identify, collect, recover, preserve and transport physical evidence from crime scenes including but not limited to trace, biological, firearm, impression and entomological.

Reconstruct crime scenes including analysis and interpretation of bloodstain patterns and gunshot trajectories.

Assist in gravesite excavations and attend autopsies.

Locate and lift fingerprints at crime scenes.

Serve as liaison to the crime laboratory; maintain chain of custody of evidence prepared and released to courts.

Enter data in law enforcement systems and maintain firearms, property and serialized items files.

Represent Police Department at community events, presentations, schools and organizations.

Maintain property room conducting periodic audits and disposes of non-essential evidence and property in accordance with Federal, State and local laws, policies and procedures.

Prepare reports for investigators, District Attorneys and the courts and testifies in court.

Perform related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

Senior Crime Scene Evidence Technician trains and supervises subordinate personnel, prepares statistical reports and maps, coordinates evidence unit activities, prioritizes caseload and has gained a thorough knowledge of evidence gathering techniques. He/she researches legislation, publications, policies and procedures and recommends improvements in investigative procedures.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of:

Standard crime scene and evidence gathering and storage procedures, methods and computer equipment.

Applicable Federal, State and local laws, policies and procedures.

Techniques used in dealing with the public and customer service.

Ability and Skill to:

Operate office equipment including computers, copying machines and equipment such as law enforcement teletype and radios.

Maintain chain of evidence.

Accurately type 35 words per minute and enter and tabulate data.

Respond to questions from the public and staff.

Plan and organize work to meet schedules and timelines.

Communicate clearly both orally and in writing.

## **QUALIFICATIONS**

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

Crime Scene Evidence Technician: AA/AS in criminal studies or related field and two (2) years general office experience. BA/BS desirable.

Senior Crime Scene Evidence Technician: In addition to the above, three (3) years general office, communications or records management experience including one (1) year in law enforcement evidence collection and some supervisory experience. Possession of a Crime Analyst Certificate desirable.

## **LICENSE OR CERTIFICATE**

Possession of a valid Class C California Driver's License and a good driving record. Peace Officers Standards and Training (POST) Certification in Property and Evidence Management and Field Evidence Technician within one year of appointment as Crime Scene Evidence Technician. POST certification in Property and Evidence Management and Field Evidence Technician required for Senior Crime Scene Evidence Technician.

## **ESSENTIAL JOB FUNCTIONS/A.D.A.**

Essential job functions and A.D.A. requirements include:

Ability to operate computer, calculator, telephone, portable radio, copying machine, teletype, photography and video equipment.

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person.

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents.

Ability to sit for two hours at a time, stand, walk, reach, twist, turn, kneel, bend, crawl, climb, squat and crouch for extended periods of time.

Ability to work in all weather conditions and in / around odors, dust, pollen, loud noises, chemicals, pesticides, bodily fluids and related exposure.

Ability to lift up to 25 pounds.

Ability to perform job functions on elevated surfaces of up to 35 feet.

Ability to ride in a helicopter and other similar forms of transportation.

Ability to climb a footstool or ladder for the purposes of retrieving property.

Ability to get from one location to another in the course of doing business.