

CITY OF ARCADIA

Property, Evidence, Crime Scene Technician

DEFINITION

Under direction, to perform a variety of technical duties involved in the maintenance and processing of criminal evidence; to testify in court as an expert witness as required; and to perform general technical duties in support of the Police Department.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Secure, transport, categorize, release, log, tag, and photograph property and evidence for the Police Department.

Receive, process, and safeguard evidence and property.

Destroy, auction, or release property and evidence according to the law and department policy.

Report to major crime scenes and vehicle accidents; process crime scene for evidence; collect evidence.

Photograph and video tape major crime scenes, traffic accidents and victims of crimes.

Process and file all photo images taken by Police Department and City personnel. Digitally process, store and arrange for film processing by outside vendor as necessary.

Print all requests for photos for City, Police Department, courts, and insurance companies.

Process crime scenes and evidence for latent fingerprints; prepare prints for analysis and comparison (LIT, LAF's). Analyze and compare fingerprints.

Testify in court as fingerprint expert.

Prepare plaster casts of tire tracks and footprints at crime scenes.

Develop, print, and file all booking photos taken by Department personnel.

Take, process, and print photos for City public relations; submit photos to local newspapers.

Recover DNA evidence from crime scenes and individuals

Conduct preliminary analysis of suspected drugs and narcotics; prepare evidence for submission to Sheriff's crime lab.

Check serial number on items received to ascertain whether items are stolen; set aside items for latent processing.

Prepare evidence and present expert testimony in court regarding the maintenance and processing of evidence and test results and findings.

Provide information and assistance to police officers and attorneys regarding status of case evidence.

Stay abreast of new policies and laws pertaining to property and evidence.

Make recommendations for improvements in Evidence equipment and related technologies.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, methods, and techniques of maintaining and processing evidence and property.

Principles and practices of armory control and maintenance.

Pertinent Federal, State, and local laws, codes, and regulations including administrative and department policies and procedures.

Occupational hazards and standard safety practices in evidence collection and storage.

Principles and practices used in dealing with the public.

Modern office procedures, methods and computer equipment, and related software.

Principles and procedures of record keeping and records management techniques.

English usage, spelling, grammar and punctuation.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate photographic equipment, including digital equipment.

Operate a motor vehicle safely.

Ability to:

Collect, preserve, label, catalog and store and account for evidentiary items for presentation in criminal proceedings.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Present testimony in court as an expert witness.

Perform general clerical work.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Meet and deal tactfully and effectively with the public.

Plan and organize work to meet schedules and deadlines.

Maintain confidentiality of sensitive information and data.

Work independently with minimal supervision.

Understand and carry out oral and written directions.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Learn and operate computer aided property and evidence inventory system.

Minimum Qualifications:

Experience:

Two years of responsible office experience preferably in a police department.

Training:

Equivalent to the completion of the twelfth grade supplemented by training police science or a related field. Bachelor's degree from an accredited college or university with major course work in crime scene investigations or criminal forensics is highly desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 50 lbs.; exposure to cold, heat, outdoors, confining work space, chemicals, and explosive materials; ability to travel to different sites and locations.

Effective Date: October, 2008