

POLICE SCENE TECHNICIAN I
POLICE SCENE TECHNICIAN II

DEFINITION

To perform a variety of technical and specialized duties related to the investigation of crimes and traffic accidents; to collect evidence and property for related cases and process as needed; and to assist sworn staff as required.

DISTINGUISHING CHARACTERISTICS

Police Scene Technician I - This is the entry level class in the Police Scene Technician series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Police Scene Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Police Scene Technician II - This is the journey level class in the Police Scene Technician series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Police Scene Technician I

Receives immediate supervision from Police Property and Evidence Supervisor

Police Scene Technician II

Receives general supervision from the Police Property and Evidence Supervisor.

May exercise technical supervision over Police Scene Technician I personnel, as assigned.

EXAMPLES OF ESSENTIAL FUNCTIONS - Essential functions may include, but are not limited to, the following:

Respond to and process crime and traffic accident scenes, including securing the scene and evidence from contamination, collecting, identifying, and preserving evidence; search for and lift fingerprints; collect body fluids and clothing; make plaster impressions; attend autopsies.

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Photograph, videotape, sketch, and diagram crime and traffic accident scenes to ensure documentation of scenes and evidence; interview and/or refer citizens for follow-up with sworn personnel and/or referral to other sources; prepare reports and maintain records of scenes and evidence collected.

Reconstruct traffic accident scenes by analyzing evidence and scene diagrams; calculate involved vehicle speeds by using collected data and standard collision analysis techniques; and perform time/distance analysis.

Process, evaluate, and analyze evidence and perform preliminary tests to identify various types of substances including narcotic and toxic substances; determine findings in comparing physical evidence; forward evidence for further examination and analysis as necessary.

Coordinate with major crime laboratories; determine which evidence to be referred and reason for the referral; prepare and deliver evidence for analysis and processing by others; receive, log, and distribute packages delivered to the department.

Process evidence for latent and known fingerprints; compare fingerprints with records on file. Prepare evidence, exhibits and reports for use in court, at hearings or depositions; give testimony regarding criminal cases or traffic accident investigations.

Prepare a variety of narrative and statistical reports related to crime and traffic scene processing and evidence collection.

Order and maintain supplies needed for crime and traffic scene evidence collection; stock and maintain fingerprint kits and related evidence-collection materials in patrol units and at the City jail.

Provide training to department personnel on crime and traffic accident scene protection, evidence collection, documentation, and processing without contamination, and related safety and technical methods.

May assist in operation of City property and evidence facility; receive, document, and preserve property and evidence; ensure chain of custody rules and procedures are followed; maintain accurate logs, records and files related to receipt, storage, control, and inventory of property and evidence.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Police Scene Technician I

Knowledge of:

Basic techniques and practices of crime and traffic accident scene investigation and analysis, including evidence identification, collection, preservation, and traffic accident scene investigation.

Basic techniques and practices of chain of custody rules used in law enforcement property and evidence collection and preservation.

Accepted law enforcement procedures, operations, and regulations.

Methods and techniques of photography, video taping, and photographic equipment, and related processing techniques and equipment.

Basic fingerprint identification techniques, comparisons, and classification systems.

Methods and techniques of technical report writing.

Modern office procedures, methods and equipment, including computers and related software applications.

Principles and practices of work safety.

Ability to:

Learn to investigate crimes and traffic accidents and to collect and secure related evidence.

On a continuous basis, analyze crime or traffic accident sites/field situations; develop evidence to be processed; identify, interpret, explain, and enforce evidentiary and other police procedures; review and interpret case reports; know and understand the operations of crime and accident scene investigations; and maintain awareness of safety at all times.

On a continuous basis while in the field, walk, stand, climb, and bend. Occasionally kneel; write or use keyboard to communicate; and lift or carry weight of 50 pounds or less.

Learn to observe and document details at crime and traffic accident scenes; take accurate measurements; draw detailed and accurate sketches or diagrams that present graphic representations of crime and/or accident scenes and show spatial relationships.

Learn to collect, process, and analyze evidence (without contamination); use testing and photographic equipment commonly used in analyzing physical evidence; take, classify, analyze, and identify fingerprints.

Learn to operate a video camera and operate other photographic camera and equipment at crime and accident scenes; digitally archive photographic and/or video film as necessary; care for and maintain related equipment.

Work in a variety of field conditions, including crime and traffic accident scenes, homicides, shootings, deaths, and autopsies; work with occasional exposure to airborne and contact pathogens, bio-hazardous conditions such as blood or bodily fluids, and unidentified chemicals or narcotics.

Learn to prepare evidence, exhibits and reports for use in court; provide expert and effective testimony in court, or at related hearings and civil depositions.

Prepare technical reports related to crime and traffic accident scene investigation.

Preserve confidentiality of sensitive material routinely encountered as part of work.

Operate a variety of office equipment, including computers and related software applications used in law enforcement communications and information access and retrieval systems.

Work on-call, overtime, evenings, weekends, and holidays, as assigned or required.

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

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Experience:

No experience is required. One year of experience in a law enforcement agency performing technical support duties is highly desirable.

Training:

Equivalent to completion of the twelfth (12th) grade, GED, or higher level degree. Additional course work or training in forensic science or crime scene investigation is highly desirable.

License or Certificate

Possession of a valid California driver's license by date of appointment.

Must obtain CPR and First Aid certificates within first 12 months of employment.

Police Scene Technician II

In addition to the qualifications for the Police Scene Technician I:

Knowledge of:

Pertinent local, State and federal rules, codes, regulations and laws, including those related to rules of evidence in court cases.

Courtroom protocol and procedures, including methods and practices of providing testimony.

Automated law enforcement information equipment and systems and related procedures.

Ability to:

Independently perform the full range of duties of a Police Scene Technician II with the City of Roseville.

Train other personnel, both sworn and non-sworn, in techniques and practices of crime and accident scene activities, including related safety and technical methods.

Experience and Training:

Experience:

Two years of experience performing duties similar to that of a Police Scene Technician I with the City of Roseville.

Training:

Equivalent to completion of the twelfth (12th) grade, GED, or higher level degree. Additional course work or training in forensic science or crime scene investigation is highly desirable.

License or Certificate

Possession of a valid California driver's license by date of appointment.

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Must obtain CPR and First Aid certificates within first 12 months of employment.

07-27-18

05-08-07

09-16-06 Police Scene Technician I/II

1-14-04 Crime Scene Technician

09-02-98

10-07-96 Multi-Service Officer

10-05-92

02-10-86 Police Technician

11-19-79