



<b>DATE</b>	December 2014
<b>JOB CODE</b>	
<b>FLSA</b>	NON-EXEMPT
<b>EEO</b>	

**JOB TITLE:** Crime Scene Technician  
**DEPARTMENT/DIVISION:** Police, Criminal Investigative Division  
**REPORTS TO:** Police Department Crime Scene and Property and Evidence Unit Sergeant

**SUMMARY:** Responsible for the documentation, analysis, and preservation of evidence and crime scene information to assist in solving crimes; collects, packages, transports evidence found at crime scenes; analysis and comparison of latent fingerprint impressions; forensic preservation and analysis of electronic device evidence; assists with management of property and evidence operations.

**ESSENTIAL JOB FUNCTIONS:**

- Investigates crime scenes onsite by documenting and collecting evidence, preserving and packaging evidence according to established standards.
- Analyze, process, and document crime scenes using various forensic techniques and processes including photography, digital video, measurements, and diagrams.
- Processes evidence by performing laboratory tests, analyses, classifications, comparisons, and identifications of all types of evidence from crime scenes.
- Lifts and identifies latent prints; prepares, submits, and conducts searches using Automated Fingerprint Identification System (AFIS) to identify suspects in criminal cases.
- Completes lab reports and case supplement reports through case management.
- Testifies in court to present physical and photographic evidence collected.
- Responds to crime scenes and emergency situations during regular work hours, evenings, and after routine hours.
- Assist the Property and Evidence Unit in maintaining care, custody, and control of all evidence.
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to work independently or with a team.
- Ability to communicate effectively verbally, in writing, and with a police radio.
- Ability to work night or weekend shifts as required.
- Able to grasp, handle, feel and type.
- Ability to use hand tools or power tools to perform job functions
- Ability to work with mathematical operations, methods, and functions.

**MINIMUM QUALIFICATIONS:**

- Graduation from an accredited university with a Bachelor’s Degree in forensic science or related field.
- Successfully complete required forensic training program and obtain required certifications in first year of employment.

**PREFERENCES:**

- One (1) year of crime scene investigator experience;
- IAI certification as a Certified Latent Print Examiner
- Texas Forensic Science Academy, IAI or equivalent certification as a Crime Scene Investigator

**WORKING CONDITIONS:**

- While performing the duties of this job, the employee is regularly required to lift heavy items (up to 50 pounds), stand, walk, speak clearly, listen attentively, and occasionally speak/hear over the sound of traffic.
- Frequent reaching, sitting, standing, climbing, talking, seeing, and hearing.
- Work is performed in various, possibly hostile, environments and weather conditions.
- Direct contact with citizens, police personnel, city personnel, and outside agencies.
- Proficient in the use of technology including computer workstations and forensic investigative equipment.

**CONDITIONS OF EMPLOYMENT:**

- Must pass a pre-employment drug screen
- Must pass a Polygraph and Psychological Exam
- Must pass a pre-employment physical exam
- Must pass a criminal history check
- Must pass forensic aptitude and ability testing
- Must pass a motor vehicle records checks and be insurable to drive city vehicles
  - Three (3) or more moving violations in the last three (3) years.
  - Three (3) or more preventable accidents in the last two (2) years.
  - Two (2) chargeable vehicle accidents within the past two (2) years,
  - Or any combination of three (3) or more of moving violations or preventable City accidents within the last three years.
- Must possess a valid Texas driver's license