



## Town of Oro Valley Classification Description

Title: **CRIME SCENE TECHNICIAN SUPV**  
Job Code: 2855  
FLSA Status: Non-Exempt

Department: Police  
Salary Grade: 113

### **POSITION SUMMARY:**

Supervise Crime Scene Technicians and assist them in identification, collection, labeling, processing and preservation of physical and photographic evidence at crime scenes and police incidents.

### **ESSENTIAL JOB FUNCTIONS:**

- A. Evaluate Crime Scene Technicians performance to include field performance, paperwork and data entry.
- B. Supervise all scheduling, training and activities of the Crime Scene Technicians.
- C. Supervise the transportation, processing, receipt, documentation, storage, security, and chain of custody of all evidence and property to include drugs, money, weapons, forensic evidence, etc.
- D. Supervise the release and or destruction of items of evidence and property based on retention requirements.
- E. Supervise the maintenance of forensic crime scene equipment.
- F. Supervise Property/Evidence destruction boards.
- G. Supervise the ordering of Departmental equipment and supplies.
- H. Supervise the Department's Quartermaster policies.
- I. Recommend and implement disciplinary action where appropriate.
- J. Provide accurate records, files, and statistics relating to evidence, and property.
- K. Provide cost estimates and statistics for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- L. Provide or coordinate staff training.
- M. Provide contact and liaison with all local, state and federal criminal justice agencies.
- N. Attend forensic and crime scene related classes, workshops, and schools and ensure Crime Scene Technicians maintain certification and proficiencies.
- O. Perform expert testimony.
- P. Perform Property/Evidence audits.
- Q. Perform the researching of new evidence/forensic technologies.
- R. Perform callout when necessary.
- S. Perform other duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Complete yearly written evaluations on Crime Scene Technicians.

- Ability to quickly understand and maintain a diverse number of proprietary software's.
- Knowledge and understanding of property management software.
- Work requires supervising and monitoring performance of subordinates.
- Work requires above average communication and writing skills.
- Work requires a comprehensive and practical knowledge of the technical field of Police Forensics.
- Knowledge of Arizona retention laws pertaining to evidence.
- Knowledge of the principals, practices and methods of property security and accounting.
- Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents.
- Skill in establishing and maintaining effective working relationships.

#### **MINIMUM QUALIFICATIONS:**

- A high school diploma or equivalent.
- Minimum of 5 (five) years or more active/current experience in processing crime scenes.
- Ability to train, motivate, and evaluate the work of subordinate personnel.
- Currently have Arizona Terminal Operator Certification or the ability to obtain it within 6 (six) months of appointment.
- Current certification as a crime scene technician with The International Association of Identification or the ability to obtain the certification within 1 (one) year of appointment.
- Have attended the International Association of Property and Evidence seminar or obtain same within 1 (one) year of appointment.
- Must be familiar with 35mm, medium format, digital, and video camera systems.
- Should be familiar with police evidence/property room procedures and quartermaster procedures.
- Must be available to work rotating shifts, and holidays if needed.
- Must be available for callout if needed.
- Current Arizona drivers' license required.
- Successfully complete background investigation.

#### **ENVIRONMENTAL FACTORS and WORKING CONDITIONS:**

- Work is performed in indoor and outdoor environments.
- Work may be performed in bio-hazard environments.
- Tasks require the ability to exert moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve lifting, carrying, pushing and/or pulling of objects.