



## Town of Oro Valley Classification Description

Title: **POLICE CRIME SCENE TECHNICIAN**      Department: Police  
Job Code: 2850      Salary Grade: 108  
FLSA Status: Non-Exempt

### **POSITION SUMMARY:**

Processing of crime scenes and assisting officers with locating collecting and preserving physical evidence. Secures, logs, tracks and maintains evidence chain of custody. The warehousing of property and evidence submitted by Officers as part of investigations. Purchases department related equipment and supplies.

### **ESSENTIAL JOB FUNCTIONS:**

- Locates, collects, secures, and preserves, evidence from incidents and crime scenes.
- Documents crime scenes through photography, video, written or other methods.
- Develops, collects, and preserves latent fingerprints from typical surfaces using conventional techniques, chemical processing, and alternate light source technologies.
- Performs case follow up involving drug testing, latent fingerprint processing, major case prints, evidence analysis and report writing.
- Secures, logs, tracks and maintains chain of custody of property/evidence to include items submitted by Officers as part of investigations.
- Retrieves property/evidence items for Officers, attorneys, courts and general public as required.
- Write's accurate reports and narratives.
- Purchases forensic supplies, Officer equipment, and other related items to include firearms, radios, uniform equipment.
- Acquires bids and quotes from vendors and submits orders for supplies and equipment.
- Prepares testimony for court proceedings, arranges and attends pre-trial attorney interviews and gives testimony in court.
- Instructs and informs citizens, students and officers of operating procedures and expertise.
- Disposes of items according to established guidelines and procedures.
- Fingerprinting of prisoners, suspects, victims and the public as requested.
- Must be able to perform duties required under varied conditions involving such incidents as fatal accidents, death investigations and required attendance at autopsies.
- Working on a rotating on-call schedule that includes being available twenty-four hours a day, seven days a week.
- Assists in departmental property/evidence audits.
- Attends periodic and assigned training.

- Maintain any certification standards as required.
- Regular and reliable attendance; Shift work may be required to include nights, weekends, and holidays.

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

- Knowledge of applicable Town, state and Federal statutes, rules, ordinances, codes, regulations governing evidence, property and crime scene preservation.
- Knowledge of record keeping, case files and records management principles.
- Knowledge of bids and purchase order methods and techniques.
- Skill in drafting and completing accurate reports and documents.
- Skill in gathering, analyzing and organizing facts and evidence.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.
- Knowledge of standard latent fingerprint techniques to include, development, retrieval and preservation.
- Ability to maintain high level of confidentiality in a proper and professional manner.
- Knowledge and skill with Microsoft Windows, Word, PowerPoint and Excel.
- Skill with digital photography and related equipment as related to SLR cameras.
- Knowledge and skill in crime scene management and the processing of physical evidence.
- Ability to drive vehicles and operate equipment.
- Skill and/or prior experience in court room testimony.

### **MINIMUM QUALIFICATIONS:**

- A high school diploma or GED.
- Two (2) years' experience in forensic/evidence collection, digital photography, and crime scene management; OR an equivalent combination of education and experience.
- Must possess at time of job offer and maintain a valid Arizona driver's license. (Out of state applicants shall obtain an Arizona driver's license at time of hire.)
- Successfully complete background investigation.

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

- Work is performed in both an indoor and outdoor environment.
- 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.