CITY OF VICTORIA
JOB DESCRIPTION

JOB TITLE: Crime Scene Unit Technician
DEPARTMENT: Police
REPORTS TO: Crime Scene Unit Supervisor
PAY GRADE: 40
EMERG. STATUS: E
FLSA STATUS: Non-exempt

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* JOB SUMMARY *
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Civilian police work which involves providing various non-emergency police service activities, including: performing identification services to the police department, serving as the official custodian of property, completing police reports, providing community services, and performing public and community relations.

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* BUDGETARY RESPONSIBILITIES *
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No budgetary responsibilities.

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* PRINCIPAL DUTIES AND RESPONSIBILITIES *
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1. Photographs and video tapes crime scenes and other related incidents. Processes crime scenes and items for latent fingerprints and DNA. Collects and tags evidence. Assists officers and detectives with other duties such as sketching and measuring scenes, searching prisoners and assisting in search warrants.
2. Perform blood draws from suspects upon being trained as a certified phlebotomist.
3. Files and maintains records of all evidence. Maintains the security of evidence rooms and is accountable for the inventory moving, disposition or maintenance of property.
4. Mails or delivers evidence which needs laboratory analysis to the Texas Department of Public Safety laboratory or other laboratories as needed.
5. Processes property disposition forms; State laboratory evidence submission forms; court ordered motions related to property and evidence; and related letters to the public.
6. Takes fingerprints for both civilian and law enforcement purposes; establishes identities by making fingerprint comparisons.
7. Handles telephone and walk-in requests at the police station from the general public regarding property inquiries, fingerprints and other matters.
8. Writes supplementary offenses and related reports, evidence processing reports, photographic logs, and required monthly reports concerning property, evidence, drugs, number of persons fingerprinted, etc.
9. Performs public and community relations at the police station, special events and the community.
10. Assists in crime scene training.
11. Appears in and testifies in court.
12. Subject to after-hours call-out and out of town travel to transport evidence/attend autopsies.
13. Regular attendance at work and arrives on time.
14. Performs all other related duties as assigned or as become apparent.
15. Ability to get along with other employees and the public.
JOB TITLE: Crime Scene Unit Technician

* PHYSICAL AND ENVIRONMENTAL CONDITIONS *

Ability to drive a vehicle and transport self from site to site. Ability to work in seasonal temperatures. May be exposed to potentially hazardous chemicals, diseases, fumes and odors. Sufficient physical strength and stamina to lift up to 50 pounds, and drag, pull, and push up to 100 pounds while placing and removing property and evidence onto and from shelves. Ability to climb and crawl into high and/or small spaces in order to obtain property or photograph areas. May be required to travel out of town to attend training school/seminars, deliver evidence, or testify in court.

* REQUIRED CONTACTS *

Employee communicates with other employees in the work group, other departments, citizens, District Attorney’s Office, and other law enforcement agencies in order to discuss requests for service and possible criminal activities. Will also exchange information or request assistance from other agencies. May respond to questions regarding property seized or specific projects. Presents information to other officers and agencies regarding identification and evidence matters. Will be asked to appear and testify in court cases on evidence and/or property taken from a scene.

* REQUIRED QUALIFICATIONS *

Knowledge, Abilities and Skills--
Ability to read and interpret ordinances, state laws, City policies and procedures, reports and updates regarding criminal activity and identification techniques. Ability to develop and complete a variety of written reports. Skill in the use of identification equipment and cameras. Knowledge of filing, indexing, typing, and computer data entry. Ability to acquire court certified Latent Print Examiner Certification and be certified as a Phlebotomist for blood draws.

Minimum Education, Experience and Certification--
High school diploma or GED. Minimum of one year experience in related field. Valid Texas driver’s license with driving record that meets City guidelines. Photography and managing property and evidence experience preferred. Spelling abilities (passing score 70%) and a minimum net typing speed of 35 words per minute.

UPDATED: November 2013

SIGNATURE:

Employee ______________________________________ Date _________________

Immediate Supervisor _______________________________ Date _______________

Department Director __________________________________ Date ______________