

Title: Crime Scene Technician I
PG: 36
Status: Civil Service
Position Reports to: Support Services Supervisor
Department: Police Department

Class Code: 3021
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This position is responsible for examining major crime scenes to include collecting, identifying, photographing, videotaping, classifying, and analyzing physical evidence related to criminal investigations. Performs tests on weapons and substances, such as fiber, hair, and tissue to determine significance to investigation. Testifies as expert witness on evidence or crime laboratory techniques.

ESSENTIAL FUNCTIONS:

1. Responds to major crime scenes to photograph, videotape, diagram, investigate, collect, process, and package evidence.
2. Transports evidence to the Crime Laboratory.
3. Uses computer software to enter data, retrieve data/information, and to prepare accurate, detailed reports of major crimes.
4. Testifies in trials and depositions.
5. Attends autopsies and takes video tapes or photographs for record.
6. Maintains chain of custody of collected evidence.
7. Uses crime lab equipment, such as microscope, alternate light source, dark room, and chemicals to process and analyze evidence.
8. Maintains the cleanliness and operational readiness of all assigned equipment.
9. Prepares FDLE laboratory submittals.
10. Utilizes presentation software to prepare and present crime scene related information to schools.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Skill in reading and interpreting complex, technical information.
2. Skill in using logic and reasoning to identify the strengths and weaknesses of possible solutions, conclusions, or approaches to problems.
3. Ability to perform basic arithmetic and mathematical calculations.
4. Ability to analyze information and to evaluate results to choose the best solution and solve problems.
5. Ability to learn and apply investigative techniques as they relate to the collection, preservation and protection of physical evidence.
6. Ability to communicate with the general public and other members/appointees of the agency for the purpose of providing guidance, giving technical direction and/or explaining or interpreting policy.
7. Ability to establish and maintain effective working relationships with supervisor, co-workers, other City employees and the general public.
8. Ability to manage several tasks simultaneously.
9. Ability to understand and carry out oral and written instructions, as well as give instructions to others as required.
10. Willingness to abide by and support City/Lakeland Police Department missions, visions, goals, and objectives.

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WORKING ENVIRONMENT/CONDITIONS:

Requires some sedentary work. Most work involves walking or standing much of the time, exerting up to 10 pounds of force on a recurrent basis and up to 50 pounds occasionally, and routine keyboard operations.

The job risks exposure to laboratory chemicals, firearms, narcotics, bio-hazardous material, such as blood, tissue, and bodily excretions, contagious diseases, such as HIV, tuberculosis, and hepatitis, volatile environments, and graphic crime scenes.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Must possess an Associates (A.S. or A.A.) degree or 60 hours of college credit.
2. Six (6) months experience in a crime related field preferred.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.