Title: Crime Scene Technician

FLSA Status: (Non-Exempt)

BRIEF DESCRIPTION:

The purpose of this position is to provide technical support in analyzing, photographing, collecting, preserving, and presenting physical evidence. Work is performed in the field, including crime scenes, in-house/work station processing to include at other agencies, autopsies and in a lab environment. Duties include documenting, collecting, and processing crime scenes and evidence for the Police Department, and maintaining the department AFIS system. Classify, search, compare and verify fingerprints. Other duties may include completing related tasks as assigned.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Receives and verifies pre-booking ten print records during the booking process and make identification by comparing recorded fingerprints. Processes arrest records and LiveScan fingerprints
2	L	Conducts searches through AFIS/NGI and other law enforcement databases (i.e. LERMS, ACIC, NCIC and ACJIS)
3	L	Compares fingerprints for compatibility and verify the identity of suspect(s), applicants or other persons to include proving priors to link an individual to previous arrests/charges/convictions to assist with enhanced sentencing or charging an individual in a specific case(s).
4	L	Accurately enters fingerprint cards into AZAFIS
5	L	Uses various computer system for query and data entry.
6	L	Records information in various administrative logs
7	L	Reviews latent print cards to determine for comparison/elimination and/or AFIS value/quality.
8	L	Processes, analyzes, compares, evaluates and verifies latent and inked prints; author and submits reports for all analysis and examinations.
9	L	Conducts manual comparison between latent prints and known standards
10	L	Accurately enter latent prints into AZAFIS.
11	L	Completes latent print comparisons to candidates provided by the AFIS and NGI systems to include ongoing searches for the unidentified latent print queue.

12	L	Uses the ACE-V methodology. Makes determination if the print is an identification, exclusion or inconclusive and report findings to case agent.
13	L	Testifies in court as required. Writes reports and completes all paperwork associated with crime scene investigation and latent print findings.
14	L	Uses and maintains a variety of cameras and lab processing equipment.
15	L	Completes photographic documentation. Installs, replaces or adjusts filters, light bulbs or similar objects. Possesses knowledge of photographic techniques and processes. Photography will include crime and accident scenes in the field (daytime/night time/low light, indoor, and lab environments).
16	L	Responds to, examines and investigates crime scenes for the recognition, collection and preservation of physical evidence such as latent fingerprints, shoeprints, tool marks, tire tracks/prints, biological evidence, trace evidence such as hair and fibers etc., weapons and other materials; conducts presumptive field tests for blood and gunshot residue. Processes evidence in-house and/or in the field.
17	L	Prepares and utilizes presumptive tests, various chemicals, powders, compounds, forensic light sources and casting materials used in photographic and/or forensic laboratory, preserving techniques as required. Maintains cleanliness of the lab and equipment; insures proper supply inventory is available.
18	L	Attends autopsies as needed
19	L	Accepts, documents, submits and bar codes evidence
20	L	Performs duties on helicopters, aircraft, elevated platforms, ladders and roofs
21	L	Performs duties in conditions to include decomposing bodies, strong odors, chemical atmosphere, accelerants, arson scenes, insects, hostility, emotionally charged situations, child and animal victims.
22	L	Identifies ammunition/ammunition components, and enter/search data in the National Integrated Ballistics Information Network (NIBIN)
23	L	Performs examinations of firearms, ammunition, ammunition components, tools, tool marks, and other firearms or tool related evidence..
24	L	Performs examinations on clothing, bedding and other surfaces for the presence of gunshot residues or powder patterns
25	L	Handles chemical restoration of obliterated VIN/serial numbers.
26	L	Handles cartridge case ejection pattern testing for NIBN
27	L	Completes NIBIN Correlations
28	L	Serves as AFIS Site Manager between the Police Department and Department of Public Safety; maintains and updates ILS and MPI systems and records to include clearing completed records from ELSA stations.
29	L	Conducts training sessions for law enforcement personnel and general public as needed on crime scene processing and other related job skills.

JOB REQUIREMENTS:

-Description of Minimum Job Requirements	
Experience	1-2 years experience. Moderate previous experience required in the same or similar previous positions. The job requires a good working knowledge of common and uncommon techniques, methods, practices, procedures, use of forms, routines, etc., of a moderate to complex nature.
Education	High School Diploma or equivalent **AND** 2 years of course work. (Course work equivalent to 2 years of study at a Community College or equivalent resulting in accumulation of similar knowledge and abilities).
Technical Skill	Skilled technical skills. Work requires predominately routine and some non-routine technical skills. Requiring practical knowledge of a technical field with use of judgment and decision-making abilities appropriate to the work environment to the organization.
Physical Demands	Work requires moderate physical exertion. Forces exerted are equivalent to lifting between 10 and 25 pounds. Job requirements for manual dexterity or physical manipulation are also moderate. The need for physical stamina and endurance is of some significance. The degree of physical strain produced on the job is moderately taxing, and is fatiguing. Work could involve a considerable amount of walking, standing, a confining or tiring work position, or constant periods of sitting in one position where the freedom does not exist to walk about.
Contacts	Contacts are necessary to perform the job as work involves internal and external contacts for the purpose of providing guidance, instruction or technical advice or for the purpose of explaining business matters by interpreting organizational policy. Improper handling would cause problems in relationships. Work involves occasional contact with people who are upset, uncooperative or have difficulty communicating their requirements and/or an occasional requirement to communicate information that people do not want to hear or may find upsetting.
Responsibility	May show another employee how to perform a task or may have some lead authority over one or more people for a short period of time through the year. May train replacement and/or co-worker in own job functions.
Accountability	Decision/action situations have a major impact on the organization in terms of costs, delays or attainment of organizational goals. Errors are often irreversible resulting in financial or public image losses extending over long periods.
Environment	Exposure to physical hazards, health and safety risks, adverse or otherwise undesirable characteristics in the environment such as laboratory or warehouse, machinery vibration and noise, and hazardous chemicals. Personal risks require use of safety equipment or following precautions closely.
Safety	Responsibility for personal performance as a source of minor safety risk. Work involves intermittent but daily use of equipment, tools or materials or defusing of potentially volatile situations.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certifications & Other Requirements	Valid Arizona Class “D” Drivers License required upon hire. Arizona Criminal Justice Information System Terminal Operator Certification within 6 months of hire. Automated Fingerprint Information System 10 Print Certification & Automated Fingerprint Information System Latent Print Certification within one year of hire. Full Police Department background check required, including polygraph. NIBIN entry and correlation certification within 18 months of hire. Ability and willingness to maintain a rotational 24-hour on-call status.

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "L"-				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	Observing work site, observing work duties, making presentations
Sitting	F	Desk work, meetings, driving, operate equipment
Walking	F	To other departments/offices, around work site
Lifting	O	Supplies, files, equipment
Carrying	O	Supplies, files, equipment
Pushing/Pulling	O	File drawers, tables and chairs, equipment/tools
Reaching	F	For supplies, for files, for equipment/tools
Handling	O	Paperwork, monies
Fine Dexterity	C	Computer keyboard, telephone keypad, calculator, tools/equipment
Kneeling	O	Filing in lower drawers, retrieving items from lower shelves/ground, in equipment, for maintenance
Crouching	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crawling	R	Under equipment, inside attics/pipes/ditches
Bending	F	Filing in lower drawers, retrieving items from lower shelves/ground
Twisting	F	From computer to telephone, getting inside vehicles, operating equipment
Climbing	O	Stairs, step stools, ladders, onto equipment
Balancing	O	On step stools, on ladders, on equipment
Vision	C	Reading, computer screen, driving, observing work site
Hearing	C	Communicating via telephone/radio, to co-workers/public
Talking	F	Communicating via telephone/radio, to co-workers/public
Foot Controls	O	Driving
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Standard office equipment, Alternative light sources, Crime Scene van, trace evidence vacuum, metal detector, latent processing kits, presumptive field test kits, lab chemicals, a variety of small hand tools, camera and camera equipment, evidence collection and packaging materials, scalpels, fuming chamber, fume hood, comparator, magnifying glass, probing rods, DNA collection kits, impression evidence kits. Microsoft Office, Report Manager, Idemia, AFIS, ELSA, ILS, MPI, Internet, microscope with computer, NIBIN terminals to include BrassTrax and MatchPoint.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never		D Daily	W Several Times per Week	M Several Times per Month	S Seasonally	N Never

-Health and Safety Factors-			-Environmental Factors-	
Mechanical Hazards	R		Respiratory Hazards	W
Chemical Hazards	O		Extreme Temperatures	S
Electrical Hazards	N		Noise and Vibration	W
Fire Hazards	R		Wetness/Humidity	S
Explosives	N		Physical Hazards	M
Communicable Diseases	O			
Physical Danger or Abuse	O			

PROTECTIVE EQUIPMENT REQUIRED:

Air filtering masks, gloves, goggles, coveralls, waterproof suits, safety footwear, and ear protection.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	R
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Lab	X
Shop		Crime Scenes (varied)	X
Recreation/Neighborhood Center			