

CRIME SCENE TECHNICIAN I

DEFINITION

Under close supervision, processes crime scenes, takes photographs, and collects and preserves evidence used in the identification and prosecution of criminals.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a Supervising Crime Scene Technician, Manager or designee.
Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

Crime Scene Technician I is the entry level class in the Crime Scene Technician series. Under close supervision, incumbents collect and preserve evidence in the field and at Police headquarters used in the prosecution of criminals, identify persons through fingerprints, and prepare and process criminal identification records. This class is distinguished from Crime Scene Technician II in that the latter is the journey level class in which incumbents perform the full range of duties under a minimum of supervision. Incumbents may be assigned to any shift including nights, weekends, and holidays.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to, the following:)

Operates photographic equipment; conducts crime scene investigations; collects and preserves evidence; makes crime scene sketches and scale drawings for court presentations.

Testifies in court as an expert witness regarding evidence.

Performs various crime lab procedures such as chemical development of latent prints, collecting gunshot residue used for analysis, narcotic presumptive testing, serial number restoration, collection of DNA samples and DNA buccal swabs, diagramming crime scenes and trace evidence fluorescence testing.

Performs complex comparisons of latent prints to known prints of identified individuals.

Performs routine clerical work including typing, filing and record keeping; prepares police reports.

May operate an automated fingerprint identification system including preparation of latent prints for entry into the system, retrieval and comparison.

May process prisoners for identification or evidentiary purposes.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Latent print comparison methods, practices, records and equipment utilized to record and document.

Modern methods, practices and techniques of police work involving criminal evidence investigation.

Skill/Ability to:

Work in a variety of weather conditions with exposure to the elements for extended periods of time.

Work effectively in high stress and challenging environments involving various degrees of human trauma.

Fingerprint and photograph deceased subjects in various states of decomposition.

Develop and lift latent fingerprints and compare fingerprints accurately.

Safely handle firearms and narcotics.

Obtain evidence, including but not limited to, fingerprints or fingernail scrapings from crime scenes and/or autopsies.

Establish and maintain effective working relationships.

Communicate effectively, verbally and in writing.

Testify in court as an expert witness.

Maintain detailed criminal records and prepare reports.

Acquire skill in taking photographs.

Perform duties in helicopters, aircraft, elevated platforms, ladders and roofs.

Operate a motor vehicle safely.

MINIMUM QUALIFICATIONS

Education:

Completion of thirty (30) college units from an accredited college or university, which includes fifteen (15) semester units within the fields of criminal justice or law enforcement.

OR

One (1) year of experience with a law enforcement crime lab or identification unit which included processing crime scenes, taking photographs and collecting and preserving evidence.

Special Requirement:

Possess and maintain a valid California Driver's License during the entire term of employment in this class.

APPROVED: _____
Signature on File
Director of Personnel Services

DATE: 2/28/2025

TJ: ar: 4/16/14
Revised: 4/17/19
Revised: SM;jts 2/24/2025