



Job Description

Crime Scene Technician

Pay Grade: G06

Employment Status: Full-Time

FLSA Status: Non-exempt

Experience Required: Minimum one (1) year experience in dealing with evidence and in police related work.

Minimum Education Requirements: High School Diploma or G.E.D; One (1) year of experience in an office environment maintaining supplies and inventory (inventory control), or evidence collection and processing.

Department: Police.

Direct Supervisor: Criminal Scene Investigator

Supervisory Responsibility: Direct (x); Indirect (x)

Primary Work Location: Works inside in an office setting and outside within City jurisdiction.

Certification: Valid State of Florida driver's license.

Job Summary: Performs non-sworn law enforcement work involving receiving, handling, recording, packaging, storing, transporting, maintaining, protecting, and disposing all physical evidence for the Police Department.

Essential Job Functions

An employee in this position may be called upon to do any or all the following essential duties:

- Receives, identifies, preserves, packages, marks, stores, and records all property and evidence submitted to the Evidence Section. Enters and maintains all information pertaining to evidence into the Police Department Data Information System.
- Identifies inappropriate or unsafe evidence or packaging and returns the same for correction.
- Assists officers and detectives in collecting physical evidence on an as needed basis.
- Transports evidence to and/or receives evidence from the Florida Department of Law Enforcement (FDLE) crime lab.
- Maintains FDLE reports and receipts. Copies and distributes reports.
- Determines if evidence/property is listed as stolen through NCIC/FCIC computer check prior to its disposal.
- Notifies and returns lost/found items and items of evidence to owners. Responds to all phone calls pertaining to evidence.
- Prepares Department paperwork regarding disposal of evidence and its physical destruction of evidence/property.
- Prepares appropriate motions, affidavits, and court orders pertaining to the disposal of controlled substances and other contraband items.
- Destroys controlled substances and contraband in the presence of a sworn officer after appropriate audits have been completed.
- Testifies in court, depositions, and official proceedings.
- Assists State Attorney's office and maintains State Attorney Notices on disposition of cases.
- Prepares reports and maintains records and files.
- Operates a department vehicle in non-emergency situations on an as needed basis.
- Performs other job duties as assigned.



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Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Knowledge of policies and procedures in the control of evidence.
- Knowledge of local and state laws that pertain to evidence.
- Knowledge of crime scene investigation and the collection of evidence

Skills

- Follow and relay oral and written instructions, policies and procedures.
- Use of video and photography equipment.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

Abilities

- Keep complex accurate records.
- Type accurately
- Operate computers and modern office equipment.
- Work adequately in a limited time frame.
- Coordinate activities with other departments, officials, and police employees.

Physical Demands

The work is light work which requires lifting items weighing up to thirty pounds occasionally, and/or up to 20 pounds of force to move objects. The following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.



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- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date