



POLICE DEPARTMENT

### CITY OF WEATHERFORD JOB DESCRIPTION

<b>Position: Crime Scene/Property Technician</b>	<b>FLSA: Non - Exempt</b>
<b>Department: Police Department</b>	<b>Schedule:</b> Full-time: 8 or 10-hour day schedule. Position will be subject to after-hour and emergency call in.
<b>Reports To: CID Police Sergeant</b>	<b>Positions Supervised: None</b>

#### Job Summary:

The Crime Scene/Property Technician is a non-sworn civilian position responsible for processing crime scenes, including collecting, documenting, analyzing, and preserving evidence. In addition, this position will also be required to serve as a property technician, assisting the property custodian in maintaining care custody, and control of all property and evidence received by the department.

#### Roles & Responsibilities:

- Processing crime scenes by documenting, collecting, preserving, and packaging evidence according to established standards.
- Analyze, process, maintain, and document crime scenes using various forensic techniques and processes, including photography, digital video, measurements, latent print processing/examination, and diagrams.
- Prepares, submits, and conducts searches using the Automated Fingerprint Identification System (AFIS) to identify or eliminate suspects in criminal cases.
- Responds to crime scenes, including fatality and serious accident scenes, for photographic, evidentiary, and evidence collection purposes during regular work hours, evenings, and after routine hours.
- Ensures crime scene vehicle(s) are properly maintained, and adequate supplies for processing and preservation of evidence are available.
- Prepares reports and visual presentation of findings, investigative methods, techniques, and procedures.
- Testifies as an expert witness in criminal and administrative proceedings.



- Transports evidence to and from scenes and labs while maintaining proper chain of custody.
- Works in collaboration with the property custodian to receive, store, safeguard, dispose, and inventory evidence and property.
- Performs other duties as assigned.

**Knowledge, Skills, and abilities:**

- Knowledge of laws and regulations for the collection and analysis of evidence, chain of custody protocols, criminal court proceedings, proper safety and disinfecting procedures to be used at crime scenes, fingerprint collection and comparison methods, and basic photography principles.
- Ability to communicate effectively verbally and in writing under stressful conditions.
- Ability to work independently with minimum supervision or with a team.
- Ability to work with mathematical operations, methods, and functions.
- Proficiency in the use of computers, modern office equipment, and crime scene technologies.
- Regular, reliable, and punctual levels of attendance are essential job functions and expectations of this position.

**Physical Requirements:**

- Must be able to walk, stand, or sit for extended periods of time.
- Must be able to reach, bend, stoop, squat, kneel, twist, crouch, or run as necessary when performing job duties.
- Is required to be able to carry, balance, lift, push, pull, or reach office supplies and or equipment weighing up to 50 pounds.
- Ability to operate hand or power tools to perform specific job functions.



- Hearing and vision must be satisfactory to the degree that duties may be performed effectively and safely.

### **Environmental Conditions:**

- Employees work in the office and in the field and are exposed to cold and hot temperatures, road hazards, dust, toxic waste, chemical, mechanical, and electrical hazards, and hazardous physical substances and fumes.
- Employees must demonstrate a working knowledge of the safety requirements and mandates of the Occupational Safety and Health Administration regarding hazardous, biohazardous, and workplace safety.
- Employees will often be in direct contact with citizens, police personnel, city personnel, and outside agencies.

### **Minimum Qualifications:**

- 21 years of age or older
- High School Diploma or GED equivalent.
- Agreement to successfully complete and obtain departmentally required certifications within the first twenty-four (24) months of employment.
- Above knowledge and skill may be gained by any combination of training and experience leading to the described level of knowledge and skill in the areas of crime scene and property/evidence management.

### **Preferences:**

- Graduation from an accredited university with an associate or bachelor's degree in forensic science or related field.
- Two (2) years of crime scene technician or crime scene investigative experience for a law enforcement agency.
- Two (2) years of experience as a property/evidence technician for a law enforcement agency.
- Latent Print Examiner



- Certification(s) as a Crime Scene Technician such as Texas Engineering Extension Service (TEEX) Forensic Investigator I and/or II.
- Experience and/or certifications relating to property and evidence operations, such as International Association for Property and Evidence (IAPE) Certified Property and Evidence Specialist.

**Conditions of Employment:**

- Must pass a pre-employment drug screen.
- Must pass a polygraph and psychological exam.
- Must pass a pre-employment physical exam.
- Due to the nature of this position, must pass a criminal history/background check.
- Must pass a motor vehicle record check and be insurable to drive city vehicles.
- Must possess a Texas driver's license.