



The City Beautiful

City of Coral Gables Job Description

Job Title: Senior Crime Scene Technician
Department: Police
Classification: 5031
Pay grade: 19C
FLSA: Non-Exempt

Prepared Date: 12/06
Approved By: M. L. Hammerschmidt
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Summary

Performs supervisory and specialized, technical work gathering evidence at crime scenes.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Supervises and participates in the work of Crime Scene Technicians. Provides training, delegates work assignments, reviews and evaluates work performance.

Assists in the initial Police Officer on the scene in determining evidentiary value of items at the scene.

Detects, gathers, collects, preserves and packages evidence at the scene of homicides, sexual assaults, robberies, burglaries and other criminal offenses.

Discovers and collects substances such as fibers, blood, vapors, trace evidence and paint. Determines what evidence will be sent to the crime lab and insures that necessary forms are prepared and forwarded. Transports and maintains continuity of evidence.

Develops, lifts and photographs latent fingerprints and palm print evidence. Prepares casts, of tire, footprint and tool mark impressions.

Evaluates evidence and prepares exhibits for case prosecution.

Performs special types of forensic photography in both black and white and color, using a variety of cameras and photographic equipment.

Takes still photographs and moving pictures, including special close-up and aerial exposures; produces crime scene drawings and sketches to precise scale.

Records the location of all evidence by engineering measurements.

Prepares comprehensive written reports of crime scene investigations and produces statistical analysis.

Testifies in Court on evidence gathered at the crime scene.

Operates a car, large van or truck.

Works on rotating shifts with variable hours.

Work as a team with other technicians and investigators at major scenes.

Assists with training other technicians, Officers and investigators.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of computer use, including various software programs. Knowledge of the principles and practices of scientific criminal investigation. Knowledge of Law enforcement practices and requirements for accurate evidence detection, collection, identification, preservation and presentation. Knowledge of General science and its application to criminal investigative work and of Standard fingerprint identification, classification and preservation techniques of still and motion photography and development procedures and related laws and regulations. Ability to perform investigative procedures in diversified assignment areas and to learn the legal, administrative and procedural regulations applicable to these areas. Ability to present court testimony clearly and concisely.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer.

Must be able to work under harsh, severe conditions indoors, outdoors and in inclement weather. Exposure to extreme temperatures, various hazards, noise, heights and dust are common. Must be able to lift, carry and or push articles weighing more than 50 pounds. Must have the physical ability to enter into and inspect hazardous locations/situations, climb stairs, reach above and below shoulders, walk and bend; work in high places and perform strenuous physical activity. Must be able to use hand tools, power tools and ladders. The ability to hear and see in order to communicate and observe events as they occur is necessary.

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

Minimum Education and Experience

High school graduation and completion of specialized training programs related to forensic science and criminal investigations.

Three (3) years experience in crime scene processing and forensic science and criminal investigations, to include a minimum of one (1) year of supervisory experience.

Valid Florida Driver's License.

Must pass a written test for Crime Scene Technician and become certified by the International Association for Identification within 18 months of employment.

A comparable amount of training or experience may be substituted for the minimum qualifications.