

CRIME SCENE TECHNICIAN

DEFINITION

To perform crime scene duties by identifying, collecting, preserving and processing physical evidence at crime scenes and in a laboratory; to prepare appropriate reports; assist in criminal investigations; testify in court; and assist in other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction and functional supervision from sworn personnel, and technical supervision from the Police Identification Specialist.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

1. Performs technical tasks in the collection and preservation of evidence at a crime scene such as lifting fingerprints, collecting body fluids and clothing, dislodging bullets, and making plaster impressions.
2. Packages evidence for storage; ensures proper procedures are followed.
3. Photographs a wide variety of situations to ensure proper documentation of the crime scene.
4. Prepares reports and records of crime scenes and evidence collected; prepares diagrams.
5. Testifies in court regarding the crime scene and the evidence collected.
6. Performs duties related to other areas of civilian police activities as necessary.
7. Reports to crime scenes to collect evidence on a 24-hour basis as needed.
8. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- A. Basic report writing
- B. Basic photography
- C. Fingerprint processing
- D. Evidence collection and packaging

City of Hayward  
Crime Scene Technician (Cont'd.)

Ability to:

- A. Learn principles and practices of technical crime scene processing and crime scene reconstruction.
- B. Locate, analyze and interpret data related to crime scene work.
- C. Communicate clearly and concisely, both orally and in writing.
- D. Physically perform assigned tasks.
- E. Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience - Two years of law enforcement experience. Crime scene training is highly desirable.

Education - Equivalent to the completion of the twelfth grade. Courses in collection and preservation of evidence is highly desirable.

Licenses or Certificate

Possession of, or ability to obtain, a valid Class C California driver's license.

PROBATIONARY PERIOD: One Year

175CS90

May 1990

Revised March 2000

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt