

**CRIME SCENE TECHNICIAN I**

**DEFINITION**

Under close supervision, processes prisoners and collects and preserves evidence used in the identification and prosecution of criminals.

**SUPERVISION RECEIVED/EXERCISED**

Receives supervision from a Supervising Crime Scene Technician.  
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.

Takes fingerprints as required for arrest records, permits, licenses, etc.; classifies, searches for, and files fingerprints.

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

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

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

Performs related duties as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Ability to:**

Acquire knowledge of standard fingerprint classification and latent comparison methods, practices, records and equipment utilized to record and document.

Acquire knowledge of modern methods, practices and techniques of police work involving criminal investigation.

Acquire knowledge of photography.

Lift latent fingerprints and to classify fingerprints accurately.

Establish and maintain effective working relationships.

Testify in court as an expert witness.

Maintain detailed criminal records and to prepare reports.

Acquire skill in taking photographs.

**MINIMUM QUALIFICATIONS**

**Education:**

Completion of thirty (30) college units from an accredited college or university.

**Special Requirement:**

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

APPROVED: \_\_\_\_\_  
Director of Personnel

DATE: \_\_\_\_\_

TJ: ar: 4/16/14