



## CITY OF CITRUS HEIGHTS

### CRIME SCENE/PROPERTY EVIDENCE SPECIALIST I CRIME SCENE/PROPERTY EVIDENCE SPECIALIST II

#### DEFINITION

To perform a variety of non-sworn technical and specialized duties related to crime scene investigation and property and evidence management; to collect, process, and analyze physical evidence obtained from crime scenes; to receive, inventory, and maintain custody of property and evidence received or confiscated by the Police Department; and to assist investigative staff as required.

#### DISTINGUISHING CHARACTERISTICS

Crime Scene/Property Evidence Specialist I - This is the entry level class in the professional Crime Scene/Property Evidence series. This class is distinguished from the journey level by the performance of the more routine tasks and duties as assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

Crime Scene/Property Evidence Specialist II - This is the journey level class within the professional Crime Scene/Property Evidence series. This class is distinguished from the entry level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level.

#### SUPERVISION RECEIVED AND EXERCISED

##### Crime Scene/Property Evidence Specialist I

Receives general supervision from an assigned supervisor.

##### Crime Scene/Property Evidence Specialist II

Receives direction from an assigned supervisor.

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

Respond to and process crime scenes, including securing the scene and evidence from contamination, collecting, identifying, and preserving evidence; search for and lift

fingerprints; collect body fluids and clothing; interpret blood splatter patterns; make plaster impressions; attend autopsies.

Photograph, videotape, sketch, and diagram crime scenes to ensure documentation of crime scenes and evidence; prepare reports and maintain records of crime scenes and evidence collected.

Process, evaluate, and analyze evidence and perform preliminary tests to identify various types of substances including narcotic and toxic substances; determine findings in comparing physical evidence; forward evidence for further examination and analysis as necessary.

Process evidence for latent and known fingerprints; compare fingerprints with records on file; photograph, enter, and trace unknown fingerprints using the Automated Fingerprint Identification System (AFIS).

Receive and maintain custody of property and evidence such as firearms, other weapons, toxic materials, alcoholic beverages, narcotics, money and other valuable items; arrange and lay out storage of property and evidence; and log and store all evidence and found-property in a secure, appropriate, and safe manner.

Operate and maintain a computer database of property and evidence received and stored utilizing various inventory systems including barcoding; update and monitor the database to reflect an accurate record of chain of custody for all items; periodically audit inventoried materials to ensure integrity of holding system; release evidence to investigative personnel, crime laboratory, and District Attorney's office; and track movement of evidence through the investigative process, analysis, prosecution, and judicial systems.

Locate and document found-evidence or recovered property; research criminal/property records using an automated computer system; respond to citizen inquiries related to stored property; release recovered and found-property to owners in accordance with applicable law and department procedures.

Dispose of or destroy nuisance weapons and illicit material as directed or when court action has been concluded; research and process unclaimed and non-returnable items; prepare items and paperwork for auctions.

Assist patrol and/or investigative staff as appropriate, including in service of search warrants to recover evidence.

Prepare evidence, exhibits and reports for use in court; give testimony in court regarding evidence collection, fingerprints, photography, narcotics identification, laboratory test results and findings, as well as integrity of evidence chain of custody procedures.

Prepare a variety of narrative and statistical reports related to crime scene processing,

evidence collection, and property and evidence storage and custody.

Order and maintain supplies related to evidence collection, and property and evidence storage and custody; operate and maintain a variety of specialized tools and equipment, such as video cameras, fingerprint identification equipment, photographic cameras and related film development equipment; stock and maintain fingerprint kits in patrol units.

Coordinate with major crime laboratories; determine which evidence to refer and reason for the referral; prepare and deliver evidence for analysis and processing by others; receive, log, and distribute packages delivered to the department.

Provide training to department personnel on crime scene protection, evidence collection, documentation, and processing without contamination, and related safety and technical methods.

Work scheduled shifts, on call, overtime, evenings, weekends, and holidays, as assigned or required.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

## MINIMUM QUALIFICATIONS

### Crime Scene/Property Evidence Specialist I

#### Knowledge of:

Basic law enforcement theory, principles and practices and their application to a wide variety of services and programs.

Standard law enforcement information, communications, and record keeping terminology.

Law enforcement record keeping and records management principles, procedures, techniques, and equipment.

Pertinent local, state and federal laws, codes, ordinances, City functions, policies, rules and regulations.

Basic arithmetic, including addition, subtraction, multiplication, division, and percentages.

English usage, spelling, punctuation, and grammar.

Principles and practices of good customer service.

Principles and practices of good team building and team leadership.

Techniques and principles of effective interpersonal communication.

Principles and practices of safety, especially as applied to handling property and evidence from crime scenes.

Ability to:

Learn to collect, process, and analyze physical evidence obtained from crime scenes; receive, inventory, and maintain custody of property and evidence.

Learn to receive, document, and preserve property and evidence; maintain the integrity of stored evidence and ensure chain of custody rules and procedures are followed; maintain accurate logs, records and files related to receipt, storage, control, and inventory of property and evidence, including release to authorized department or other official personnel, or owners.

On a continuous basis while in the field, walk, stand, climb, and bend. Intermittently, while in the office, sit while preparing reports or entering property and evidence data into a computer, bend, squat, climb, kneel and twist while storing or retrieving property or evidence; write or use a keyboard to communicate; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Work in a variety of field conditions, including crime scenes, homicides, shootings, deaths, and autopsies; work with occasional exposure to airborne and contact pathogens, bio-hazardous conditions such as blood or bodily fluids, and unidentified chemicals or narcotics.

Learn to destroy or dispose of weapons and illicit material in accordance with accepted standards and departmental policies and procedures.

Preserve confidentiality of sensitive material routinely encountered as part of work assignments.

Train others in techniques and practices of crime scene and property and evidence activities, including related safety and technical methods..

Learn to operate a fork lift to place and retrieve property and/or evidence held in storage.

Operate a variety of office equipment, including computers and related software applications; and type at a keyboard speed sufficient to provide for reliable and efficient data entry and retrieval.

Work scheduled shifts, on call, overtime, evenings, weekends, and holidays, as

assigned or required.

Provide high quality, economical services to the Citrus Heights community, placing emphasis on responsive customer service.

Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.

Foster an environment that embraces diversity, integrity, trust and respect.

Be an integral team player, which involves flexibility, cooperation and communication.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner. Communicate clearly and concisely, both orally and in writing.

Use principles of effective field and office safety including use of work-related equipment in a proper and safe manner; principles and practices related to handling property and evidence from crime scenes; use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.

### Experience and Training

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

#### Experience:

One year of experience working in a law enforcement agency. Portion of the time spent performing Crime Scene and/or Property Evidence work is desired.

#### Training:

Equivalent to completion of the twelfth grade. Additional course work related to the physical sciences, forensic science, or crime scene investigation is desired.

#### License or Certificate:

Need to possess a valid California driver's license and proof of automobile liability insurance as required by the position.

Crime Scene/Property Evidence Specialist II

In addition to the qualifications for the Crime Scene/Property Evidence Specialist I:

Knowledge of:

Principles, practices, and methods of crime scene investigation and evidence collection, preservation, examination and laboratory analysis.

Principles, practices, and methods of property and evidence storage, control, and retrieval systems, including chain of custody procedures.

Law enforcement procedures, operations and regulations. Methods and techniques of photography and photographic equipment and related processing techniques and equipment.

Fingerprint identification techniques, comparisons and classification systems; operation and requirements of the Automated Fingerprint Identification Systems (AFIS) fingerprint recognition system.

Pertinent local and State rules, codes, regulations and laws, including those related to rules of evidence in criminal cases and the processing, storage, release and disposal of property and evidence.

Firearm and weapon use, care and destruction practices.

Courtroom protocol and procedures, including methods and practices of providing testimony.

Methods and techniques of technical report writing. Advanced record keeping and inventory control methods. Modern office procedures, methods and equipment including computers and related software applications.

Ability to:

On a continuous basis, analyze crime sites or field situations; develop evidence to be processed; identify, interpret, explain, and enforce evidentiary and other police procedures; review and interpret case reports; know and understand the operations of the property and evidence section; identify and locate property and evidence; and maintain awareness of safety at all times.

Observe and document details at crime scenes; take accurate measurements; draw detailed and accurate sketches or diagrams that graphically represent evidence and show spatial relationships among items of evidence.

Collect, process and analyze evidence without contamination; use testing and photographic equipment commonly used in analyzing physical evidence; take, classify, analyze, and identify fingerprints; use the Automated Fingerprint Identification Systems (AFIS).

Operate a video camera and operate other photographic camera and equipment at crime scenes and/or in laboratory or office environments; process and develop film and/or digitally archive film and video as necessary; care for and maintain equipment.

Prepare evidence, exhibits and reports for use in court; provide expert, effective testimony in court.

Prepare technical reports related to crime scene investigation and property and evidence issues and operations.

#### Experience and Training

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

##### Experience:

Two years of experience in a law enforcement agency performing responsible crime scene investigation and/or property evidence storage and retrieval duties, and/or technical support duties, of which at least one year of full-time experience has been in the performance of crime scene investigation.

##### Training:

Equivalent to completion of the twelfth grade. Additional course work related to the physical sciences, forensic science, or crime scene investigation is desired.

##### License or Certificate:

May need to possess a valid California driver's license and proof of automobile liability insurance as required by the position.

Possession of a current Latent Print Expert Certificate is highly desirable.

Possession of a Crime Scene Investigation Certificate is highly desirable.

Possession of a Property Evidence Certificate is highly desirable.

Equal Opportunity Employer

It is the policy of the City of Citrus Heights not to discriminate against qualified employees or applicants because of race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, citizenship, age, medical condition, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Fair Employment and Housing Act (FEHA), and federal laws including the Americans with Disabilities Act (ADA) and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation.

<b>File:</b>	Crime Scene/Property Evidence Specialist I Crime Scene/Property Evidence Specialist II
<b>FLSA:</b>	Non-exempt
<b>Created:</b>	10/11/06
<b>Revised:</b>	09/16/08 – Changed 1 yr of experience for level II to two years of experience. 07/2010 – Updated EEO Language 10/15/10 – Corrected EEO Language