



## CITY OF CITRUS HEIGHTS

### SENIOR CRIME SCENE/PROPERTY EVIDENCE SPECIALIST

#### DEFINITION

To perform a variety of advance 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; to coordinate activities of various contractors; to assist investigative staff as required; to provide technical and functional supervision of assigned staff; and to perform special projects and assignments as necessary.

#### DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class within the professional Crime Scene / Property Evidence Specialist series. This class is distinguished from the other classes within the series by the level of responsibility assumed, complexity of duties assigned, and by the independence allowed to operate and make decisions in performing their assignments. Employees perform the most difficult and responsible types of duties assigned to classes within this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and are expected to act as a lead and train staff including assigning and monitoring work.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned supervisor.

Provides technical and/or functional supervision over non-sworn personnel as appropriate.

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

Perform specialized and complex technical duties related to area of assignment.

Prepares administrative reports on the operations of Crime Scene/Property Evidence section.

Receive assignments, schedule and organize work and lead Crime Scene/Property Evidence staff in the completion of duties; performs or assist with most difficult and complex work.

Trains Crime Scene/Property Evidence Specialist I/II staff in all aspects of analyzing, collecting, and processing crime scene evidence.

Review reports for quality and accuracy; provides reports and summary data to management personnel on a regular basis.

Develop and implement procedures and practices related to area of assignment; review and evaluate services levels and recommend changes in procedures and practices related to area of assignment.

Coordinate, schedule, assign, and monitor of contractor; ensure compliance with City standards and requirements; communicate routinely, effectively and professionally with contractors.

Respond to complex customer services issues related to area of assignment; perform investigations of concerns or complaints and take appropriate corrective action.

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.

Perform related duties as assigned.

## MINIMUM QUALIFICATIONS

### 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.

Advanced record keeping and inventory control methods. Modern office procedures, methods and equipment including computers and related software applications.

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

Methods and techniques of technical report writing; 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:

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

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.

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.

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.

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.

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.

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

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.

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.

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:

Three 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 two 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:

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.

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