

### Job Description: CRIME SCENE TECHNICIAN

Class No. 6  
Position No. 560-  
Pay Group:

Department: Sheriff's Office  
EEOC Category: Administrative Support  
FLSA: Non-exempt

#### SUMMARY OF POSITION

This position responds as directed to potential crime scenes following standardized principles, practices and procedures to include but not limited to: collecting, storing, recording documenting and processing evidence/property. Will act as a point of contact for citizens, officers and attorneys and must have a strong work ethic, superior organizational skills, follow directions, meet deadlines, have good attendance, be punctual, be reliable, be motivated, have initiative, have honesty, have integrity, be free from moral turpitude, and have a proper attitude.

#### ORGANIZATIONAL RELATIONSHIPS

This position reports to the CID Lieutenant. This is a non-supervisory position that has regular contact with other Sheriff's Office employees, other county employees, the general public and other local, state and federal agencies.

#### EXAMPLES OF WORK

##### Essential Duties\*

The following duties are not intended to serve as a comprehensive list of all duties to be performed.

Prepare, collect, document, process, maintain and dispose of evidence in accordance with Texas Code of Criminal Procedure and/or ordered directive.

Develop evidence/property statistics; prepare reports and other written documentation as needed.

Provide internal and external customer service.

Communicate and assist law enforcement officials and others regarding evidence status.

Testify in court as a witness as required.

Receives, collects evidence/property, maintain care, custody and control, and release or destroy evidence and other stored property in accordance with established rules of evidence and standard operating procedures (SOP).

- Photograph, video-record, diagram and preserve any area designated as a potential crime scene including those item(s) contained with the scene, the surrounding area or other areas as directed.
- Research, update, and modify law enforcement database information appropriately.
- Collect, process, preserve, package, store, transport and dispose of hazardous material and bio-hazardous in accordance with established laws and SOP.
- Transport evidence and property to authorized storage locations, laboratories, processing plants and criminal court for trials while maintaining chain of custody.
- Process and/or analyze all collected evidence to include, but not limited to fingerprints, palm prints, footprints, etc.
- Assist at crime scenes, to include but not limited to: photography, videotaping, inked rolled impressions, or as directed by the investigator or supervisor.

- Available to respond after normal work hours to any active crime scene when requested.
- Available to work varying shifts as needed, to include days, evenings and nights.
- Work with law enforcement to identify, isolate and secure the crime scene.
- Work with law enforcement to establish a restricted perimeter around the crime scene as to not compromise evidence.
- Use judgement in interpreting and adapting guidelines for specific cases or problems and analysis of the results.
- Preserve, collect and record impressions, including tool marks, footprints, tire marks, bite marks, and fingerprints.
- Collect DNA evidence, including blood, semen, hair, skin, blood stain patterns, bodily fluids and nails.
- Collect trace evidence, including gunshot residue, fibers, glass, etc.
- Collect firearms evidence, including weapons, spent cartridges, bullet fragments.
- Perform other duties as assigned

#### Other Important Duties\*

Perform such other duties as may be assigned.

#### OTHER REQUIREMENTS

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

#### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Bookkeeping procedures and modern office practices and procedures.
- Operating a computer utilizing variety of business software.
- Texas Code of Criminal Procedures, Texas Penal Code, and all federal, state, and local laws relating to Property/Evidence Management.
- County Policies and procedures
- Sheriff's Office Policies and procedures
- General knowledge of principles, practices, and procedures of recordkeeping and evidence management.
- General knowledge of the processing, storage and disposal of evidence.

Skill/ability to:

- Reading, analyzing, interpreting, and evaluating law enforcement reports and research findings applying law enforcement standards, procedures and guidelines, and applicable State and Federal rules and regulations.
- Ability to properly document a crime scene; ability to deploy proper methods and techniques for evidence recovery; ability to analyze, collect, process, preserve and transport evidence without compromise.
- Ability to resolve evidence and crime scene problems or situations requiring the exercise of good judgement.
- Maintaining accurate records and generating clear and concise reports in a professional manner.

- Ability to work independently and with minimal supervision; assessing and prioritizing multiple tasks, projects, and demands.
- Working as a team member with other law enforcement and multi-jurisdictional agencies.
- Establishing and maintaining cooperative working relationships with County employees and the general public.
- Skill in typing at a rate of 30 words per minute preferred.
- Effective communication, both verbal and written.
- Maintain appropriate necessary certifications.
- Must be able to pass a criminal background check.

### **ACCEPTABLE EXPERIENCE AND TRAINING**

High school graduation, or its equivalent, two (2) years' experience with a law enforcement agency with duties closely related to those described above or equivalent combination of education/experience. Preferred - two (2) years' experience as a law enforcement crime scene technician doing law enforcement crime scene related activities, evidence processing, and forensic photography.

### **CERTIFICATES AND LICENSES REQUIRED**

Must have a valid Texas driver's license and must be bondable. Must be able to obtain IAPE (International Association for Property and Evidence) and TAPEIT (Texas Association of Property and Evidence Technician) certification within two (2) years of employment.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Work environment will be indoors as well as outdoors, and includes frequent travel in the local area.
- Work is subject to tight, confined, adverse, and unsanitary conditions, as well as inclement weather and extreme temperatures.
- Work involves exposure to health and /or physical hazards, such as infectious diseases and environmental hazards: will be required to wear personal protective equipment (PPE).
- Work is subject to occasional stressful situations when interacting with some argumentative or emotional contacts within the general public; may need to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical or uncooperative.
- Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus. Vision acuity must be correctable to 20/20 in both eyes.
- Must be able to use hands and fingers to handle and feel objects, reach with hands and arms, smell, talk and hear.
- Work is subject to sitting, standing, walking, bending, kneeling and reaching for extended periods of time; must be able to safely push, pull, lift and carry items weighing up to fifty (50) pounds; must be able to maneuver up and down a ladder safely.
- May be required to work immediately before, during or after an emergency.

**COMMENTS**

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**JOB DESCRIPTION FOR POSITION:**

-Crime Scene Technician

**NOTICE:**

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

This signed original will be placed in employee's Personnel File.