

### **FIELD EVIDENCE TECHNICIAN TRAINEE**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **DEFINITION**

Under general direction, to support and assist police officers and other department personnel to identify, document, collect, preserve, and transport photographic and physical evidence critical to crime scene investigation; and to perform related work.

#### **CLASS CHARACTERISTICS**

Field Evidence Technician Trainee is the entry level class of the Field Evidence Technician series receiving training in collecting and recording physical evidence at crime scenes, using scientific methods of identification fingerprint classification and laboratory testing of evidence. As proficiency is gained more complex duties are assigned. Trainee incumbents who demonstrate progressive proficiency and independence will be promoted to the Technician level at or before the end of the one-year probation period. Prior to the end of probationary period the incumbent must successfully complete the Field Evidence Technician school and possess the Basic certificate (POST certified). Trainees who are not promoted will have failed probation in this class.

**EXAMPLES OF DUTIES** - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

- Receive and respond to citizen inquiries and requests for police service, in person and at a public counter, over the phone and in the field.
- Assist police officers in the search of prisoners.
- Assist police officers in the processing of crime scenes.
- Make referrals to other agencies as appropriate.
- Assist in booking and fingerprinting prisoners.
- Register offenders (sex, narcotic, etc.)
- Prepare detailed evidence collection and crime scene processing reports.
- Prepare detailed investigative reports.
- Examine photos and videotapes for crime scene evidence.
- Photo and videotape crime scenes.
- Collect, transport, and preserve evidence.
- Lift, preserve, file, and compare latent prints.
- Photograph and diagram crime scenes.
- Properly process and package evidence.
- Prepare courtroom exhibits.

- Testify in court and at other designated proceedings.
- Conduct traffic accident investigations.
- Coordinate safety education programs.
- Coordinate program activities (290's, Diversion, Cal ID, etc.)
- Obtain fingerprints from criminal suspects.
- Attend and document autopsies.
- Interview and properly document suspect, victim and witness interviews.
- Operate Live Scan fingerprint machine.
- Conduct follow-up research to enhance misdemeanor and felony cases.
- Coordinate cases and directed investigative activity with other agencies.
- Write investigative case reports.
- Receive and issue subpoenas.
- Conduct public presentations; security inspections; recommend security devices and protective measures to the public.
- Enforce designated city codes.
- Transport juveniles, sexual assault victims, and abused persons to proper agencies.
- Order supplies and equipment as directed.
- Liaison with other City departments to determine required police services and cost factors for special events.
- Provide traffic control.
- Perform crime prevention program activities.
- Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Evidence identification, documentation, collection, preservation, and transportation procedures and techniques.
- Fingerprint classification systems and equipment and development techniques.
- Investigation policies and procedures used by law enforcement.
- Local, State and Federal laws/policies regarding the collection, preservation, and transportation of evidence.
- Photographic techniques, equipment, materials and development methods; conventional and digital.
- Telephone, office, and online etiquette.
- City customer service objectives and strategies.

### **Ability to:**

- Operate various types of photographic equipment.
- Determine the appropriate analytical tests needed for the evaluation of evidence.
- Operate computers for preparation of sketches, reports and evidence/photo logs and data entry of fingerprint and/or firearms evidence.
- Prepare clear and concise reports.
- Establish and maintain cooperative working relationships with co-workers, staff and outside agencies.
- Communicate effectively both orally and in writing.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact and diplomacy.

- Treat employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

### **Experience and Training Guidelines**

**Experience:** One (1) year of experience working with the public preferably within a law enforcement agency.

**Training:** Equivalent to completion of the twelfth grade supplemented by course work or specialized training in Police Science, Administration of Justice, or Evidence Collection. An Associate of Arts degree in Evidence Technology, Criminal Justice or related field is desirable.

### **License or Certificate:**

Possession of an appropriate, valid California driver's license.

As a condition of employment, prior to the end of the twelve (12) month probationary period, the incumbent must obtain the Basic Field Evidence Technician Certificate (POST certified).

Internal candidates: Failing to obtain the Basic Field Evidence Technician Certificate (POST certified) within twelve (12) months from the date of appointment may be reverted to their previous classification at the discretion of the Police Chief.

External candidates: Failing to obtain the Basic Field Evidence Technician Certificate (POST certified) within twelve (12) months from the date of appointment will be terminated without right of appeal.

Unless because of budgetary or scheduling reasons the Police Department was unable to send the incumbent to the required training.

### **WORKING CONDITIONS**

**Environmental Conditions:** Office and field environment. The availability to work any shift, weekends, holidays and overtime.

**Physical Conditions:** Essential and marginal functions may require maintaining physical condition for sitting, walking or standing for prolonged periods of time; climbing stairs and ladders, bending, lifting, crawling into small/confined spaces, working with chemicals in the processing of photographs, and tolerating adverse conditions such as fingerprinting and photographing deceased victims.

**Background Investigation:** A thorough background investigation will be conducted which may include a psychological and polygraph exam, medical examination which may include drug screening.

**Probationary Period:** Incumbents in this class shall serve a probationary period of twelve (12) months.