CITY OF OCEANSIDE

NEW: JUNE 2005
JOB CODE: POLICE15
UNIT: OPOA (NON SWORN)

SENIOR FIELD EVIDENCE TECHNICIAN

*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 and to identify, document, collect, preserve, and transport photographic and physical evidence critical to crime scene investigation; and to perform related work.

CLASS CHARACTERISTICS

Senior Field Evidence Technician is a technical class allocated only to the Oceanside Police Department. This is the advanced journey-level classification wherein incumbents perform assigned duties in identification, collection, preservation and transportation of physical evidence from crime scene investigation; photography; videography; latent print collection and comparison and crime scene diagramming; respond and process all manner of crime scenes, including but not limited to: homicides, robberies, shootings, stabbings, sexual assaults, suspicious and natural deaths; relieve sworn officers of police related technical duties in the field and in the office; investigate assigned crime cases; provide case enhancement and program coordination (i.e., 290's); complete detailed crime scene and investigative reports; assist the public over the telephone and in the field and perform other related duties and assignments as directed.

Employees at this level are expected to be fully versed in all policies and procedures relevant to the Field Evidence Technician position; may be assigned to positions in Field Operations or Investigations.

This classification may be called upon to provide training and technical guidance to sworn or civilian departmental personnel and assist supervisors and managers in coordinating designated activities and programs.

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:

- Identification and comparison of physical evidence;
- Modern fingerprint classification systems;
- Operation of laboratory and photographic equipment related to identification and investigative techniques;
- Crime scene diagramming;
- Court room procedure and testimony;
- Evidence collection and rules of evidence; word processing programs.
- Procedures and techniques of an advanced level of evidence collection and preservation, including fingerprint classifications and crime scene diagramming.
- 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:

- Work with investigators at complex crime scenes, in the collection of evidence.
- Act as lead worker;
- Provide training to professional employees and police officers;
- Maintain records and prepare reports;
- Document crime scenes using computer applications;
- Identify, collect, and preserve all types of evidence;
- Act as liaison with other agencies in evidence analysis;
- Assemble and deploy generator-operated lighting equipment;
- Communicate effectively with other employees and the public; and
- Operate a motor vehicle.
- 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: Three (3) years of full time experience in a law enforcement agency in a journey level Field Evidence Technician position OR Two (2) years as a Field Evidence Technician with the Oceanside Police Department (must have served at a "Meets Standard" level or higher for both prior years).

Training: An Associate of Arts degree in Evidence Technology, Criminal Justice, Administration of Justice or related field.

License or Certificate: Possession of an appropriate, valid California driver's license and an Advance Field Evidence Technician Certificate (POST certified).

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.