

	<b>THE CITY OF KEY WEST Job Description</b>	<b>Non-Union, Hourly Position</b>	
		<b>DATE OF REVISION</b>	<b>10/01/05</b>
<b>POSITION</b>	<b>CRIME SCENE TECHNICIAN Civilian Employee</b>	<b>MIN. HOURLY WAGE</b>	<b>\$19.1559</b>
<b>DEPARTMENT</b>	<b>Police (21-01-521)</b>		
<b>JOB CODE</b>	<b>43235</b>	<b>GRADE</b>	<b>N31</b>

**PHYSICAL LOCATION:**

- 1604 N Roosevelt Blvd, Key West and corporate limits of the City of Key West or where otherwise assigned.

**REPORTING RESPONSIBILITIES:**

- Directly to a Police Lieutenant or **other** Supervisor in charge

**GENERAL FUNCTIONS:**

- Supervises and participates in the collection, custody, control and disposition of evidence acquired at the scene of a crime or acquired by Police Department personnel. The work involves direct responsibility for physically collecting various types of property and evidence at the scene of a crime or acquired by Police Department personnel, developing or processing potential bio-hazardous materials, and taking proper steps to insure that items are handled in accordance with legal and O.S.H.A. requirements, and preparing written reports ensuring completeness and accuracy. Work is performed under the general supervision of the Bureau of Criminal Investigations Lieutenant, or Bureau Sergeant, or as designated by the Chief of Police and is reviewed for conformance with established policies and legal requirements.
- The Crime Scene Technician is responsible for maintaining Security and control of property and evidence, processing and developing physical evidence at the scene of a crime and ensuring the objectives of the Crime Scene Technician section are attained.

**ESSENTIAL FUNCTIONS (Without Accommodations):**

- Able to speak and understand English clearly in order to fully understand, and be easily understood: in face-to-face conversation/investigation/interrogation; in use of the telephone, and in transmissions over police communications equipment.
- Able to read, write and understand English in order to report on functions performed.
- Able to work a forty (40) hour work week and overtime as necessary.
- Able to operate or use motor vehicles, equipment and/or materials as specified in this job description.
- Able to perform duties, tasks and jobs under adverse conditions.

**ESSENTIAL FUNCTIONS (Without Accommodations) Cont'd:**

- Able to see and hear well enough to perform the duties of this job description.
- Able to distinguish and identify colors.
- Able to see and interpret a map in order to respond to crime scenes.
- Computer Literate.

**EQUIPMENT TO BE USED:**

- Two-way radios, computers, standard & specialized report forms, Xerox machine, typewriter, telephone, motor vehicles, decibel meter, narcotic field test kits, power tools, generators, photographic equipment, fingerprint powders, various types of evidence collection kits & other law enforcement equipment.

**ENVIRONMENT:**

- Must be able and willing to work in adverse climate conditions from prolonged **bright** sunlight, high temperatures and humidity, to heavy rains and high winds including hurricanes.
- The member may reasonably anticipate, through the course of their duties, occupational exposures to blood or other potentially infectious materials through contact via the skin, eyes, mucous membranes or parenteral contact.

**PHYSICAL REQUIREMENT:**

- Bending 3.0%
- Standing/Walking 23.0%
- Sitting/Driving 65.0%
- Lifting/Carrying 5.0%
- Climbing 0.5%
- Reaching 4.0%
- Using Stairs 4.5%

**DUTIES/TASKS/JOBS:**

- Takes possession of property and evidence, receipts and forms, and checking accompanying paperwork for completeness and accuracy.
- Transports property and evidence as necessary to the Lab or property division.
- Collect all types of physical, evidence from various indoor and outdoor environments.
- Collects and package various fluid evidence such as blood, semen, saliva etc..
- Work in close proximity to deceased persons collecting evidence on or near the body.
- Take fingerprints from deceased persons at a crime scene or County morgue.
- Work with various types of fingerprint powders to develop latent fingerprints from different surfaces.
- Assists Police and City personnel, other agencies and the general public with questions or problems that may arise.
- Responsible for maintaining up-to-date computer entries and general maintenance of paper files.
- Responsible for routine evaluation and trouble-shooting and implementation of corrective/preventive measures as appropriate on all matters related to the Crime Scene Technician section.
- Instruct officers on the collection and processing of evidence.
- Types correspondence, new instruction or procedures, answers phone calls, walk-in requests

and inquiries.

**DUTIES/TASKS/JOB'S Cont'd:**

- On call for callout to crime scenes after normal working hours or as needed.
- Testify in a court of law.
- Maintain all property and evidence collected secure from theft, loss or contamination.
- Monitor the status of evidence/property transferred temporarily for Laboratory analysis.
- Performs related work as required.

**REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:**

- Three (3) years experience in the field as a crime scene technician for a law enforcement agency, **OR**, must have successfully completed the following specialized training courses: detection/collection of latent fingerprints and palm prints, detection/collection of foot, tool, and tire impressions, crime scene photography, scene sketching, and collection/preservation/submission of physical evidence, including biological materials.
- Ability to read, write and speak the English language clearly.
- Computer literate.
- Able to distinguish and identify colors.
- Ability to understand and carry out complex oral and written instructions.
- Ability to cope with stressful situation and perform calmly.
- Ability to cope with long term stress from various aspects of the job.
- Skill in calmly and systematically eliciting critical information from individuals who may be injured or highly emotional.
- Graduation from an accredited high school or G.E.D. equivalency diploma.
- Possession of a valid Florida driver's license with a good driving history.
- Applicant cannot be convicted of a misdemeanor involving moral turpitude or be convicted of a felony.
- Successfully complete Employment Screening process including drug screen and voice stress test.
- Will not smoke in public buildings or while operating police vehicles.
- Must pass TABE Test (Test of Adult Basic Education ) with a minimum 10<sup>th</sup> grade level in Reading comprehension, Grammar, and Spelling.
- Personal integrity and honesty must be above question when compared to the standards of law.
- Must maintain a working telephone or cellular phone at all times while employed.

**This is a Safety Sensitive position**

**ACKNOWLEDGMENT**

By my signature below, I hereby acknowledge, understand and affirm that, either as part of the pre-employment screening or, post-hire probationary period, a detailed in-person, on-site background investigation will be conducted.

Further, I hereby acknowledge, understand and affirm that, should the above noted background investigation disclose unsatisfactory information, the possibility exists that I may be terminated from further pre-employment consideration or post-hire probationary employment.

Periodically duties, equipment, material, and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I \_\_\_\_\_, have read this job description and hereby agree with the above noted "Acknowledgments", that I meet the requirements and qualifications and if hired, can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION  
VETERANS PREFERENCE EMPLOYER  
& A DRUG -FREE WORKPLACE**

Key West Police Department  
1604 N Roosevelt Blvd  
Key West, FL 33040 Telephone: (305) 809-1087