

# POLICE SCENE TECHNICIAN I

**SALARY:** \$3,977 to \$5,596 monthly (26 pay periods annually)

**FINAL FILING DATE:** We are accepting the first 100 qualified applications or closing at 5 pm, November 22, 2017; whichever occurs first.

**IT IS MANDATORY THAT YOU COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE. YOUR APPLICATION WILL BE REJECTED IF YOU DO NOT PROVIDE ALL NECESSARY INFORMATION.**

## THE POSITION

The Human Resources Department is accepting applications for the regular and full-time position of Police Scene Technician I in the Police Department. The normal work schedule will be a 10 hour/11 hour shift.

The City of Roseville promotes a no smoking atmosphere.

## DEFINITION

To perform a variety of technical and specialized duties related to the investigation of crimes and traffic accidents; to collect evidence and property for related cases and process as needed; and to assist sworn staff as required.

## DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Police Scene Technician series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Police Scene Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

## SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from Police Property and Evidence Supervisor

**EXAMPLES OF ESSENTIAL FUNCTIONS** - Essential functions may include, but are not limited to, the following:

- Respond to and process crime and traffic accident scenes, including securing the scene and evidence from contamination, collecting, identifying, and preserving evidence; search for and lift fingerprints; collect body fluids and clothing; make plaster impressions; attend autopsies.
- Photograph, videotape, sketch, and diagram crime and traffic accident scenes to ensure documentation of scenes and evidence; interview and/or refer citizens for follow-up with sworn personnel and/or referral to other sources; prepare reports and maintain records of scenes and evidence collected.
- Reconstruct traffic accident scenes by analyzing evidence and scene diagrams; calculate involved vehicle speeds by using collected data and standard collision analysis techniques; and perform time/distance analysis.
- 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.

- Coordinate with major crime laboratories; determine which evidence to be referred and reason for the referral; prepare and deliver evidence for analysis and processing by others; receive, log, and distribute packages delivered to the department.
- Process evidence for latent and known fingerprints; compare fingerprints with records on file.
- Prepare evidence, exhibits and reports for use in court, at hearings or depositions; give testimony regarding criminal cases or traffic accident investigations.
- Prepare a variety of narrative and statistical reports related to crime and traffic scene processing and evidence collection.
- Order and maintain supplies needed for crime and traffic scene evidence collection; stock and maintain fingerprint kits and related evidence-collection materials in patrol units and at the City jail.
- Provide training to department personnel on crime and traffic accident scene protection, evidence collection, documentation, and processing without contamination, and related safety and technical methods.
- May assist in operation of City property and evidence facility; receive, document, and preserve property and evidence; 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.
- 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:**

- Basic techniques and practices of crime and traffic accident scene investigation and analysis, including evidence identification, collection, preservation, and traffic accident scene investigation.
- Basic techniques and practices of chain of custody rules used in law enforcement property and evidence collection and preservation.
- Accepted law enforcement procedures, operations, and regulations.
- Methods and techniques of photography, video taping, and photographic equipment, and related processing techniques and equipment.
- Basic fingerprint identification techniques, comparisons, and classification systems.
- Methods and techniques of technical report writing.
- Modern office procedures, methods and equipment, including computers and related software applications.
- Principles and practices of work safety.

### **Ability to:**

- Learn to investigate crimes and traffic accidents and to collect and secure related evidence.
- On a continuous basis, analyze crime or traffic accident sites/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 crime and accident scene investigations; and maintain awareness of safety at all times.
- On a continuous basis while in the field, walk, stand, climb, and bend. Occasionally kneel; write or use keyboard to communicate; and lift or carry weight of 50 pounds or less.
- Learn to observe and document details at crime and traffic accident scenes; take accurate measurements; draw detailed and accurate sketches or diagrams that present graphic representations of crime and/or accident scenes and show spatial relationships.
- Learn to collect, process, and analyze evidence (without contamination); use testing and photographic equipment commonly used in analyzing physical evidence; take, classify, analyze, and identify fingerprints.
- Learn to operate a video camera and operate other photographic camera and equipment at crime and accident scenes; digitally archive photographic and/or video film as necessary; care for and maintain related equipment.
- Work in a variety of field conditions, including crime and traffic accident 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.
- Learn to prepare evidence, exhibits and reports for use in court; provide expert and effective testimony in court, or at related hearings and civil depositions.
- Prepare technical reports related to crime and traffic accident scene investigation.
- Preserve confidentiality of sensitive material routinely encountered as part of work.

- Operate a variety of office equipment, including computers and related software applications used in law enforcement communications and information access and retrieval systems.
- Work on-call, overtime, evenings, weekends, and holidays, as assigned or required.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

### **Experience and Training**

#### **Experience:**

- No experience is required. One year of experience in a law enforcement agency performing technical support duties is highly desirable.

#### **Training:**

- Equivalent to completion of the twelfth grade. Additional course work or training in forensic science or crime scene investigation is highly desirable.

#### **License or Certificate**

- Possession of or ability to obtain a valid California driver's license.
- Must obtain CPR and First Aid certificates within first 12 months of employment.

### **SUPPLEMENTAL QUESTIONNAIRE**

1. Your responses to questions 2 and 3, the applicant's education, training and experience, will be scored using a pre-determined formula. Your responses to these questions must be consistent with your employment application information. This experience must also be described in the "Work Experience" section of this application. Responses to the supplemental questionnaire that are inconsistent from your "Work Experience" section in the application will not be scored. I understand and agree with the above instructions.

- ☐ Yes  
☐ No

2. How many years of experience do you have performing working in a law enforcement agency?

I have no experience in this area.

Up to 1 Year

1 – 2 Years

2 – 3 Years

3 – 4 Years

4+ Years

3. Have you taken college level courses in at least one of the following areas? Please check only one.

- ☐ Forensic Science  
☐ Criminal Justice  
☐ Criminology  
☐ Chemistry  
☐ Biology

### **SELECTION PROCESS**

All candidates meeting the minimum qualifications will have their application scored in a Formula Rate Examination. The applicant's experience and education will be evaluated using a pre-determined formula. Scores from this evaluation will determine applicant ranking and placement on the Employment List. Supplemental questions will be utilized by the department hiring authority to make interview and

selection determinations. Final appointment is contingent upon a check of past employment references, passing a City-paid fingerprint check and depending on position applied for a pre-employment medical exam and a drug and alcohol screening test.

THE CITY OF ROSEVILLE IS AN EQUAL OPPORTUNITY EMPLOYER. IF YOU REQUIRE AN ACCOMMODATION DUE TO A DISABILITY, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT LEAST 5 WORKING DAYS BEFORE A SCHEDULED INTERVIEW/EXAMINATION PROCESS. MEDICAL DISABILITY VERIFICATION MAY BE REQUIRED PRIOR TO ACCOMMODATION.