

CITY OF CORAL SPRINGS
Classification Description

CLASSIFICATION TITLE: Crime Scene Technician
FUNCTIONAL AREA: Police Department

WORK OBJECTIVE:

Under general supervision, the purpose of the position is to perform highly responsible work in the acceptance, cataloging, tracking, releasing and disposing of all property and evidence submitted by department personnel and acquired at crime scenes. Employees in this classification are accountable for proper management of all items, and adherence to all laws governing the handling of police evidence. Objective is to organize and administer division operations to ensure safety and integrity of evidence, to provide accessibility to authorized personnel, and to ensure the accurate documentation of cataloging, tracking, releasing and disposing procedures.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Receives and documents all newly submitted property and evidence from departmental personnel to the Division of Criminal Investigations; collects evidence at crime scenes; accurately categorizes and archives items in Property Room.
- Photographs evidence, victims and suspects; performs data entry and filing tasks of photos/evidence; maintains all property/evidence software applications and backup records, e.g., AS400, hard copies.
- Releases property/evidence to authorized departmental personnel for investigations and court proceedings; maintains disbursement files to track released items in accordance with departmental policies.
- Disposes of items in accordance with Florida State Statute and departmental policies and procedures; researches case progression and completion; researches AS400 database; researches County software databases.
- Receives and documents narcotics submitted by departmental personnel as evidence in criminal investigations and prosecutions; packages and transfers narcotics to laboratory for lab analysis.
- Receives, documents and releases narcotics used by Vice, Intelligence and Narcotics Unit in reverse sting operations; submits narcotics to courts for destruction/disposal.
- Receives and documents firearms submitted by departmental personnel as evidence in criminal investigations and prosecutions; submits firearms to laboratory for lab analysis; requisitions criminal histories for the owners of firearms submitted as evidence; maintains firearm records in the ATF data system; firearms approved for destruction are researched through FCIC/NCIC database for lost or stolen status and destroyed in accordance with Florida State Statutes.
- Receives, catalogs, stores, releases, tracks and disposes of all property/evidence stored at the impound lot and annex warehouse, e.g., vehicles, bulk items.
- Releases items to the general public in accordance with departmental policies and procedures.

Crime Scene Technician

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High School Diploma or GED; supplemented by one (1) to two (2) years responsible experience in a police/investigations administrative support capacity; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Knowledge of pre-established departmental, State and Federal policies, procedures and regulatory requirements applicable to the work; knowledge of current laws governing evidence/property handling of items involved in criminal investigations.

Knowledge of all functions relevant to the receiving, processing, documenting, tracking and releasing of evidence/property.

Ability to understand and follow written and oral instructions.

Ability to perform highly responsible work while maintaining the integrity and security of police evidence and crime scenes.

Ability to read, update and maintain various records and files.

Ability to access, operate and maintain various software applications.

Ability to clearly communicate information both verbally and in writing.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to establish and maintain effective working relationships with law enforcement personnel and supervisors.

Ability to operate basic photography equipment.

Skill in evidence collection, storing, and retrieval.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

ENVIRONMENTAL REQUIREMENTS:

Most work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations.

Some tasks are performed in outdoor environments and include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. These tasks may include working in and around moving vehicles and associated vehicle/equipment areas, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.