



Job Title: Crime Scene Specialist
Department: Police
Reports To: Police Sergeant
Salary Range: \$20.65 - \$30.45
Hiring range: \$20.65 - \$25.55

Job Status: Regular, Full-Time	FLSA Status: Non-Exempt	Town Status: Classified
Origination Date: 2/02/2010	Revision Dates: 10/2018, 5/26/21, 1/15/2023	

JOB SUMMARY

This position provides technical and forensic support in analyzing, photographing, collecting, preserving, and presenting physical evidence. Duties include documenting, collecting, and processing crime scenes and evidence for the Police Department as well as releasing property and evidence to appropriate personnel in accordance with state laws and Town code.

ESSENTIAL FUNCTIONS

- Inspects, photographs and visually investigates crime scenes (including but not limited to: burglaries, accidents, deaths, robberies, and thefts) for the recognition, collection and preservation of physical evidence such as latent fingerprints, shoeprints, tool marks, tire tracks/prints, biological evidence, trace evidence such as hair and fibers etc., weapons and other materials.
- Completes photographic documentation. Installs, replaces or adjusts filters, light bulbs or similar objects. Photography will include crime and accident scenes in the field (daytime/night time/low light, indoor, and lab environments).
- Testifies in court as required. Writes reports and completes all paperwork associated with crime scene investigation.
- Uses various computer system for query and data entry; records information in various administrative logs.
- Receives, packages, marks, logs, inventories, and stores all items of evidence by police officers and abandoned or found property; affixes proper tags and labels for inventory control; ensures proper chain of custody for all evidence.
- Releases evidence for court or investigative purposes and returns property to owners as required.
- Maintains cleanliness of evidence room; insures proper supply inventory is available; maintains integrity of evidence room security.
- Prepares and utilizes presumptive tests, various chemicals, powders, compounds, forensic light sources and casting materials used in photographic and/or forensic laboratory, preserving techniques as required.
- Performs all work duties and activities in accordance with department and/or Town policies and procedures.
- The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities are subject to change as the needs of the Town and requirements of the position change.



KNOWLEDGE, SKILLS & ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of photographic techniques, processes, and photographic equipment.
- Ability to communicate effectively orally and in writing.
- Knowledge of Town policies and procedures.

MINIMUM QUALIFICATIONS

- High School Diploma or General Equivalency Diploma (G.E.D.).

PREFERRED QUALIFICATIONS

- Education in crime scene or criminal justice or photography from a community, vocational, or technical college.
- One year experience maintaining inventory levels or product counts and locations, skills found in warehouse and some clerical work; or two years full-time experience as a crime scene specialist with a law enforcement agency.

REQUIREMENTS

- Valid Driver's License required. Arizona Driver's License within ten days of hire.
- Must be able to pass a thorough background investigation including fingerprints, and polygraph.

This job description does not constitute an employment agreement between the Town of Sahuarita and the employee and is subject to change by the Town of Sahuarita as needed.

The Town of Sahuarita is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Sahuarita will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with a member of the Human Resources Department.

Management's vision is for all employees to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following expected behaviors:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers