

**CITY OF FONTANA  
POLICE EVIDENCE TECHNICIAN**

**DEFINITION:** Under direction from higher level supervisory or management staff, performs a variety of technical duties and responsibilities involved in identifying, collecting and processing crime scene evidence; prepares reports and documents crime scene investigation activities; and provides technical assistance to sworn police personnel as needed.

**ESSENTIAL FUNCTIONS:** The employee must have the ability to:

- Report to crime scenes; locate and collect physical evidence; process and compare fingerprints for identification purposes; photograph or videotape crime scene and evidence; prepare detailed reports related to crime scene investigation activities; complete required documents.
- Process evidence using a variety of chemical processes including fuming, etching and latent development techniques; analyze test results to determine nature of substances collected as evidence.
- Research and prepare policy and procedure manuals related to evidence collection activities; coordinate, organize and provide personnel training in the areas of crime scene preservation and evidence recognition.
- Coordinate with representatives of other agencies in the identification of suspects through fingerprint comparison and use of the CAL-ID system.
- Maintain adequate supplies of necessary materials; contact vendors regarding prices of materials and equipment; order needed supplies and maintain records of related transactions.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near, far and color vision when preparing and reading written reports and other work related documents and in viewing crime scenes and evidence. Acute hearing is also required when providing phone assistance. Duties may require walking on uneven and slippery surfaces, climbing ladders, working outdoors in all weather conditions, around loud noise and moving vehicles. The ability to lift, drag and push files, documents and other heavy objects up to 50 pounds is also required. This position may also handle contraband, contaminated items, and biological samples. Incumbent may work around or in contact with hazardous materials and other potentially toxic substances. Incumbents may also be subjected to physical threats, verbal abuse, and other stressful situations.

**EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Procedures and techniques of evidence collection and preservation including fingerprint lifting and classification techniques.
- Basic principles of photography and video camera operation.
- Pertinent Federal, State, and local laws, codes and regulations.
- Principles and procedures of record keeping.
- English usage, spelling, grammar and punctuation.

Ability to:

- Recognize and collect evidence in accordance with pertinent laws.
- Collect and analyze data.
- Operate photography and video equipment and take photographs and video documents.
- Research and analyze vendor supply information.
- Perform routine arithmetical calculations.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

**Experience:** Two years of responsible technical experience related to law enforcement.

**Education:** Equivalent to an Associate of Arts degree from an accredited college with course work in criminology, biology chemistry or a related field.

**License or Certificate:** Possession of, or ability to obtain, an appropriate, valid California driver's license.