



Job Title: <u>Latent Print / Crime Scene Technician-PT</u>		Job Number: 4161
Job Classification: <u>Professional / Technical</u>		<i>Physical Type # 1 Safety Sensitive</i>
Reports to: Police Sergeant	Department: Police – Support Services	Pay Grade: 219 Non-Exempt

PRIMARY DUTY: Under basic supervision, processes evidence for latent prints and other trace evidence for the Waco Police Department (WPD).

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Processes and preserves crime scene and accident scene evidence to aid in criminal and civil prosecutions; takes legal custody of fingerprints and other trace evidence; makes physical and automated (AFIS) fingerprint comparisons; prepares evidence for court presentations; takes fingerprints from suspects and public and processes as needed; assists other WPD Officers and Technicians as requested.
- Processes, secures and maintains the inventory of WPD evidence and preserves the legal chain of custody in compliance with state laws, City policies and WPD quality standards; documents handling of evidence; maintains activity logs and generates reports.
- Supports the relationship between the City of Waco and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors and City staff; maintains confidentiality of work-related issues and City information.
- Performs other duties as required or assigned.
- May be required to respond afterhours, including holidays and weekends, in the event of a departmental or City-wide emergency.
- Performs other duties as assigned or required.
- Driving is essential.

KNOWLEDGE AND SKILLS:

Knowledge:

- City policies and procedures.
- Policies, rules and regulations governing the management of property and evidence records.
- Principles and practices of confidential records management and file maintenance.

Skill in:

- Latent fingerprint recovery, processing, classification, analysis and comparisons.
- Processing and organizing numerous items of evidence in an orderly fashion for storage and retrieval.
- Operating a personal computer utilizing standard and specialized software and entering information with speed and accuracy.
- Communicating effectively verbally and in writing.

MINIMUM QUALIFICATIONS:

Associate's Degree in Criminal Justice, Forensic Science, or a related field is required. One year of experience in crime scene processing, latent print development and fingerprint comparison is required.

LICENSE AND CERTIFICATION:

- Must possess a valid Texas Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The physical activity of this position
 - Stooping - Bending body downward and forward by bending spine at the waist.
 - Kneeling - Bending legs at knee to come to a rest on knee or knees.
 - Crouching - Bending the body downward and forward by bending leg and spine.
 - Crawling - Moving about on hands and knees or hands and feet.
 - Reaching - Extending hand(s) and arm(s) in any direction.
 - Standing - Particularly for sustained periods of time.
 - Walking - Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
 - Pushing - Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
 - Pulling - Using upper extremities to exert force in order to drag, haul or tug objects in a sustained motion.
 - Lifting - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
 - Finger Dexterity - Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
 - Grasping - Applying pressure to an object with the fingers and palm.
 - Feeling - Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
 - Talking - Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
 - Hearing - Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication and to make the discriminations in sound.
 - Repetitive motion - Substantial movements (motions) of the wrists, hands and/or fingers.
- The physical requirements of this position
 - Medium work. Exerting up to 50 pounds of force occasionally and/or up to 30 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
- The following personal protective equipment may be required and must be worn when required by the task being performed
 - Gloves, eye protection, face protection, traffic vests and proper footwear.
- The visual acuity requirements including color, depth perception and field vision.
 - The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts and/or operation of machines (including inspection); and/or using measurement devices at distances close to the eyes.
 - The worker is required to have visual acuity to determine the accuracy, neatness and thoroughness of the work assigned or to make general observations of facilities or structures
 - The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
- The conditions the worker will be subject to in this position:
 - Work is performed both indoors and in an outdoor environment with travel from site to site.
 - The worker is subject to environmental conditions. Activities occur inside and outside with temperatures that may be below 32° or above 100° for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
 - The worker is subject to exposure to hazardous traffic conditions

- The worker must be able to work and perform at all times of the day and night as part of their usual assignment and for any type of extended assignment or special assignment.
- The worker is often required to perform duties over periods longer than a normal work day and at times outside of daylight hours.
- The worker is subject to operating vehicles in an emergency mode with emergency lights and sirens.
- The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
- The worker is subject to hazards, including a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- The worker is subject to exposures to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards.
- Must maintain a level of physical fitness to meet WPD Department standards.

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice.

Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

Job Description Acknowledgement

I verify that I have received a copy of my job description by the signature below. As an employee of the City of Waco, I understand the duties and responsibilities assigned to me. Furthermore, I understand that the duties listed above are guidelines and will change over time, as necessary. From time to time, I understand that I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description.

Employee's Signature

Date

Employee's Printed Name

Employee Identification Number