



# City of Tempe

## FORENSIC SERVICES TECHNICIAN TRAINEE+

JOB CLASSIFICATION INFORMATION				
<i>Job Code:</i>	553		<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Police		<i>Salary / Hourly Minimum:</i>	\$23.658654
<i>Supervision Level:</i>	Non-Supervisor		<i>Salary / Hourly Maximum:</i>	\$31.939423
<i>Employee Group:</i>	NSU		<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified		<i>Market Group:</i>	Forensic Services Technician+
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i>	Technicians

DISTINGUISHING CHARACTERISTICS
This is the entry and training level class in the Forensic Services Technician series. Employees in the trainee class will perform forensic work which is more routine in nature and will learn and train on more technical level techniques under close supervision. Trainees are required to successfully promote to the journey-level.

REPORTING RELATIONSHIPS
Receives general supervision from the Forensic Services Supervisor or from other supervisory or management staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Work experience with a law enforcement agency in photography, physical and biological evidence, court testimony and fingerprint sciences preferred.
<i>Education:</i>	Equivalent to the completion of the twelfth grade and coursework in crime scene processing, photography, biological or trace evidence or a degree from an accredited college or university in forensic science preferred.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>Requires either possession of a certificate of successful completion of a fingerprint classification course from an accredited college or university or two years' experience in fingerprint classification with a law enforcement agency.</li> <li>Possession of or required to obtain within six months from date of hire, an Arizona AFIS Terminal Operator Certificate.</li> <li>Possession of or required to obtain within two years for the date of hire, certification for entry and correlation through the Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) and/or Forensic Technology, Inc. (FTI) required for NIBIN access.</li> <li>Must possess and maintain a valid driver's license.</li> </ul>

## ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform skilled technical work in a variety of criminal investigative environments.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Identifying, collecting and preserving evidence at crime scenes in support of law enforcement activities.
- Photograph crime and accident scenes including homicides, kidnappings, burglaries, robberies, deaths, assaults, thefts, victims, suspects, and witnesses. May perform aerial photography.
- Identify, collect and secure biological and physical evidence (e.g., blood, body fluids, hair, fibers, gunshot residue).
- Searches for latent prints at crime scenes, from various surfaces and objects which may include vehicles, residences, commercial buildings in various settings and weather conditions. In addition, collects elimination fingerprints from victims, suspects, and witnesses.
- Records the appearance of evidence using highly-skilled photographic techniques (e.g., latent prints, shoe and tire impressions).
- Produces castings of footprints, tire tracks, and other impressions. Ensures scene safety and evidence integrity.
- Collects and packages evidentiary items for lab analysis in accordance with rules of evidence/chain of custody.
- Wears personal protective equipment (PPE) to prevent cross contamination and exposure to hazards (e.g., blood-borne pathogens).
- Prepares reports and records with clearly organized thoughts using proper sentence structure, punctuation, and grammar.
- Scrutinizes crime scenes for the collection of physical, biological, and trace evidence and coordinates technical functions which pertain to photography, latent examinations, chemical testing for latent prints, body fluids, tire/shoe impressions, and tool work identification.
- Conducts chemical testing for the detection of latent prints and latent print comparison. This is a major responsibility of this position.
- Distinguishes colors for blood detection and chemical processing. Performs chemical processes and operates laboratory equipment to process physical evidence and detect latent/trace

evidence involving the use of powders and chemicals which may be toxic. May use an alternate light source for identifying useable latent prints.

- Works with cleaning fluids, agents, and chemicals to process crime scenes and evidence that are bio-hazardous. Operates and cleans laboratory equipment.
- Assists with ensuring compliance of safety rules and regulations, prepares and conducts quality control testing on reagents and supplies, and conducts validation tests for new techniques and reagents. This work may require exposure to dangerous and toxic chemicals.
- Makes accurate decisions on fingerprint patterns, 10-prints for identification and classification while entering latent print cards into AFIS. Comprehends and makes inferences from written materials regarding identification techniques including trade journals and departmental policies and procedures, prepares charts of latent fingerprints. Learns and applies the principles and techniques utilized in identifying the dead. Learns job-related material through on-the-job training and in a classroom setting regarding latent print comparisons, and the chemical processes, safety precautions, and equipment used in identification laboratories.
- Takes inked and/or Livescan fingerprints for criminal and non-criminal matters, including deceased persons for the purpose of fingerprint comparison and identification. Makes accurate decisions on fingerprint patterns for identification and classification using AFIS.
- NIBIN assignment directly supports the Integrated Ballistics Identification System for the National Integrated Ballistic Information Network (IBIS/NIBIN). Technicians are trained to safely test fire a variety of firearms, identify ammunition/ammunition components, and enter/search data in the National Integrated Ballistics Information Network (NIBIN). Technicians are also responsible for entering and searching data in the National Integrated Ballistics Information Network (NIBIN).
- Proficient in writing technical, scientific reports; preparing findings for court presentation; testifying in court regarding scientific facts and discussing laboratory results with officers and attorneys.
- Maintain logs, assignments, and work sheets; create written documents such as investigation reports on print identification.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

## PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Lift heavy objects up to 30 lbs.;
- Operate city vehicles (i.e. SUVs and sedans);
- Climb stairways, ladders, and work on elevated structures;
- Traverse uneven surfaces (i.e. river bottom, parks, under freeways, etc.);
- Other physical labor essential to the classification;
- Work in a stationary position for considerable periods of time (i.e. working in office/lab, looking at latent/fingerprints while sitting, stooping over a loupe, or spend hours on their feet processing evidence in the lab);
- Operates computers, calculators and other office machines (i.e. report writing, uploading film, comparing prints, etc.);
- Extensive reading and close vision work (i.e. print comparison requires close vision work, either with a loupe or on screen);

- Work out-of-doors in inclement weather (Crime scenes or traffic accidents occur any time of the day or night, throughout the year. Technicians are also subject to in-door inclement weather when working in small rooms, etc. with no air conditioning/heat.);
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.
- Exposure to blood and airborne pathogens; bodily fluids; etc. (While working crime scenes with injuries or dead bodies, exposure to all bodily fluids and during different stages of decomposition. Technicians can also be exposed while dealing with prisoners, etc. in obtaining DNA samples/prints);
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc. (Various chemicals used for processing evidence for latent prints, disinfectants, etc. in lab and out in field; as well as fluids from vehicles in accidents, flares, smoke in arsons, etc.);
- Shift, weekend, and holiday work will also be required. Will be subject to emergency call-out and stand-by during off-duty hours.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective November 1988*  
*Revised August 1993*  
*Revised December 1994*  
*Revised Jan 2002 (title change)*  
*Revised June 2004 (minimum qualifications and duties)*  
*Revised July 2004 (minimum qualifications)*  
*Revised November 2004 (minimum qualifications and duties)*  
*Revised October 2005*  
*Revised June 2012 (duties, added environmental setting and competencies)*  
*Revised May 2014 (job title change and minimum quals)*  
*Revised January 2016 (essential functions, MQ's)*  
*Revised January 2017 (created trainee flex classification)*