

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Forensic Evidence Technician</u>
Sch.& Grade	<u>PAT-6</u>
Class Code	<u>CA32</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Public Safety Sup &amp; Security</u>

**PRIMARY PURPOSE:**

Operates and maintains Automated Fingerprint Identification System workstation, as assigned. Acts in the capacity of a photographer; photographing crime scenes, department events, and operates the photo developer, as assigned. Process crime scenes and evidence as needed.

**SUPERVISION:**

Under the general supervision of the assigned unit supervisor.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Maintains files of all fingerprint cards and associated files.
2. Responsible for making computer entries of latent fingerprints into the Automated Fingerprint Identification System.
3. Forwards fingerprint cards to federal and state agencies as required.
4. Works closely with the Latent Print Examiner to further knowledge of latent prints.
5. Is knowledgeable of the various chemical processing and alternative light source techniques for latent print development.
6. Conducts crime scene processing/evidence collection at major crime scenes as required.
7. Testifies in federal, state, municipal, and other courts as required.
8. Fingerprints applicants as needed.
9. Is responsible for photographing crime scenes, department events, and other city-related functions as directed, by utilizing conventional/digital formats.
10. Maintains photographic equipment.
11. Is responsible for photo developer operations.
12. Processes and enhances video and audio evidence using computer software, time-lapse video and other video equipment.

**IMPORTANT FUNCTIONS:**

1. Conducts crime scene processing/evidence collection procedures as required.
2. Maintains and orders supplies necessary for the performance of the position.
3. Responsibility to call-out duty as required.
4. Travels to workshops, seminars, conferences, and other training for professional development purposes.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Principles, practices and methods of photographic techniques such as lighting, filtering, infrared photography, photomicrography, and surveillance photography. Specialized photographic techniques; including but not limited to, close-up photography and one to one photography.

**Abilities**

Ability to testify in a court of law concerning photographic, evidence and fingerprint techniques. Ability to understand oral and written instruction. Ability to deal effectively and courteously with associates and the general public. Ability to complete training in crime scene processing/evidence collection. Ability to remain composed when processing severe accidents and violent crime scenes. Ability to prepare concise and comprehensive reports, either hand written or computer generated; effectively welcome and embrace differences among employees and citizens; performs effectively as a member of the team in carrying out the City’s stated mission and philosophy, perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Graduation from an accredited college or university with an Associate's degree or equivalent in Criminal Justice, Law Enforcement, Forensic Science, or a closely related degree and two years experience in crime scene processing; or four years of related experience of which two years must be in crime scene processing; or graduation from an accredited college or university with a Bachelor’s degree in Criminal Justice, Law Enforcement, Forensic Science or a closely related degree.

**Physical Requirements**

Performs bending, squatting, kneeling, and reaching to both ground level and overhead; must be able to lift, carry, push and pull up to 30 pounds; holds and grips objects; may be subject to sitting for long periods of time; possesses ability to operate a computer keyboard and mouse.

**Working Environment**

Indoors with heating and cooling regulated in a general office environment. As needed may be required to process crime scenes, both indoor and outdoor environments, which may involve a variety of extreme weather conditions; may be confined to a vehicle or other small places for long periods of time depending on assignment; subject to poor lighting and ventilation during crime scene processing; possible exposure to disease and hazardous materials.

**Licensing/Certification**

Must possess a valid Missouri Motor Vehicle Operator’s License. Must obtain AFIS certification from the Missouri State Highway Patrol and certification from a P.O.S.T recognized course with emphasis in fingerprint classification, preferably conducted by the FBI or other recognized law enforcement agency within your first year of employment.

**Miscellaneous Requirements**

Must be able to pass a security background investigation. Subject to emergency call-in.

<b>Last Revision:</b>	February 10, 2012	<b>GENERAL ORDINANCE NO.</b> 3720
<b>Comments:</b>	Updated Abilities	<b>Date:</b> February, 1986

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_