



City of Gulfport, Mississippi
Job Description

Crime Scene Technician
(CRIM)

Department: 213 - Police

EEO Class: Protective Service Workers

Date Revised: 2.3.12

FLSA Status: Non-Exempt

Date Approved:

Position Overview

The Crime Scene Technician is expected to respond to calls for crime scene services as quickly as good judgment and safety allows; and is responsible for complex evaluation and investigation of the scene. Employees of this class uses various types of equipment; develops, secures, and packages physical evidence for scientific evaluation and comparison; prepares detailed reports on the observations and activities at the scene for the Gulfport Police Department; and testifies in court regarding the findings and processing methods used at the scene.

The Crime Scene Technician must also be proficient in "reading" and reconstructing the events as they happened just prior to, during and shortly following the commission of the crime in order to determine the sequence of events and to ascertain the type and location of evidence; and have the ability to advise and direct investigators in crime scene and evidentiary matters.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Responds to crime scenes.
- Assumes scheduled on-call shifts.
- Systematically surveys the crime scene area and formulates a plan of procedure.
- Ensures that all issued equipment is maintained and in ready-to-use conditions at all times.
- Properly collects, packages, and preserves evidence.
- Establishes a permanent record describing the crime scene by writing detailed reports, preparing accurate sketches, and diagrams and by applying professional photographic techniques.
- Assists investigators in preparing criminal cases, in person and by providing reports, sketches, and photographs.

- Gives testimony in criminal court cases.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Possesses and maintains an in-depth considerable knowledge of modern police principles, practices and methods of police operations, federal and state statutes, court cases related to work performed and agency rules and regulations.
- Possesses considerable knowledge of municipal, state, federal criminal laws, codes and ordinances.
- Has the ability to establish and maintain effective working relations as necessitated by work assignments.
- Has the ability to follow oral and written instructions, to meet, talk and deal effectively with the public and to cope with situations firmly, courteously, tactfully and with respect for the rights of others.
- Possesses skills in investigating each case assigned intelligently and thoroughly, using every legal means at his/her disposal.
- Must possess excellent communication skills, both written and verbal which includes the ability to provide testimony which not only follows the rules of evidence but must also have the capacity to explain, in laymen's terms, to a jury the significance of the evidence as it relates to scientific proof.
- Has the ability to perform work with exceptional attention to detail and is be aware of the types of packaging and packaging material as the improper selection of such material could render the evidence useless.
- Ability to maintain harmonious and effective working relationships with other employees, supervisor and other departments.

Education and Experience

Bachelor's degree in Forensic Science, Biology, or Chemistry is required. Prior experience in area of discipline is preferred. Other combinations of experience and education that meet the minimum requirements may be substituted. Other combinations of experience and education that meet the minimum requirements may be substituted.

Required Licenses or Certificates

Must possess a valid Mississippi driver's license.

Physical Demands and Working Conditions

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.

Physical requirements include occasional lifting/carrying of 50+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions indoors and outdoors with a variety of weather conditions including exposure to the elements.