



CITY OF DULUTH POLICE DEPARTMENT
Standard Operating Procedure

CRIME SCENE TECHNICIAN PROPERTY CUSTODIAN <i>Job Description</i>	S.O.P.#: 62-11

[GACP 3.6]

62-11-01 PURPOSE

The purpose of this Standard Operating Procedure is to establish the job description for the position of Crime Scene Technician / Property Custodian (CST/PC).

62-11-02 JOB SUMMARY

- A. The Crime Scene Technician / Property Custodian is responsible for the identification, documentation, collection, processing, and classification of evidence from crime scenes which will lead to the arrest and conviction of responsible parties.
- B. The CST / PC is responsible for the transport, secure storage, and disposal of all evidence and property as determined by Department Policy and from crime scenes and to and from court as needed.
- C. Work is performed independently according to recognized procedures for processing crime scenes at the request of Patrol Officers, Supervisors and Detectives, etc.
- D. The CST / PC performs a variety of daily duties to include the maintenance of the chain of custody for all evidence to ensure its integrity when introduced in court.
- E. This is a civilian position non-exempt from FSLA. Qualified technicians, who are assigned to this position work under the direction of a Support Services Division Commander.

62-11-03 EXAMPLES OF DUTIES

Employees in this position perform duties to include, but not limited to:

- A. Examination of crime scenes for physical evidence, such as latent fingerprints, hair, fibers, blood, projectiles, shell casings, and tool and tire marks.
- B. Documents crime scenes through the use of detailed notes, photographs, 35 mm and digital, video recording, and sketches in such a way that a detailed narrative/technical report can be completed.
- C. Develops, photographs, and lifts latent fingerprints found at crime scenes using the most appropriate technique and equipment.
- D. Identify, photograph, and collect biological evidence found at crime scenes using the most appropriate technique and equipment.
- E. Respond to subpoenas, and testify in court as needed.
- F. Testifies in court regarding evidence collected at crime scenes, the condition of crime scenes, and the methodology employed in the collection and testing of evidence.
- G. Tests green leafy material by chemical means and by utilization of digital microscope for the purpose of reporting and testifying in court as to the presence of marijuana in questioned materials.
- H. Operates a city vehicle in the performance of essential job functions.
- I. Maintain contact with officers, supervisors, other agencies as needed. Assist other personnel as needed.
- J. Participates in training classes to gain/improve knowledge needed to perform essential duties
- K. Attend department meetings as directed
- L. Maintain availability by radio, telephone or pager for consultation on major emergencies / incidents.
- M. Response to crime scenes or scenes of situations under investigation where there is considerable risk involved.

62-11-04 KNOWLEDGE REQUIRED

The employee must have certain knowledge at a level sufficient for them to perform the duties of the job. These include, but are not limited to:

- A. Knowledge of applicable federal and state laws and local ordinances

- B. Knowledge of the Rules of Evidence (Chain of Evidence)
- C. Knowledge of departmental policies, procedures, directives, rules, and regulations
- D. Knowledge of confidentiality requirements of criminal justice information and criminal history information
- E. Knowledge of the city to include road network, public buildings, and emergency facilities
- F. Knowledge of map reading
- G. Knowledge of radio system and signals, codes, and 10-codes
- H. Knowledge of crime scene processing techniques and property and evidence storage techniques
- I. Knowledge of American English grammar, punctuation, and spelling
- J. Knowledge of the principles of mathematics
- K. Knowledge of firearms and ballistics
- L. Knowledge of the criminal justice system and judicial terminology
- M. Knowledge of office procedures such as equipment and various filing equipment
- N. Knowledge of communication skills including those needed when a language barrier is present

62-11-05 SKILLS REQUIRED

The employee must have these skills at a level sufficient for them to perform the duties of the job to departmental standards. These skills include, but are not limited to:

- A. Skill in driving vehicles in response to crime scenes
- B. Skill in the proficient use of all equipment used in the performance of job duties, including, but not limited to:
 - 1. Chemicals
 - 2. Powders

3. Computers
 4. Drug tests
 5. Microscopes
 6. Radio, pager
 7. Photographic equipment / digital, 35mm, and video
 8. Measuring devices
 9. Filing procedures
- C. Skill in crime scene processing and evidence collection and preservation
- D. Skill in identifying various shades of color
- E. Skill in the use of materials used in making casts
- F. Skill in fingerprinting individuals
- G. Skill in writing legibly
- H. Skill in identifying latent fingerprints of value
- I. Skill in comparison of latent fingerprints and palm prints
- J. Skill in organization
- K. Skill in record keeping
- L. Skill in utilization of proper safety precautions

62-11-06 ABILITIES REQUIRED

- A. Ability to schedule, prioritize and complete work on a daily basis
- B. Ability to accept, record, and maintain a record system of all physical evidence and lost/found property
- C. Ability to monitor control of evidence rooms, crime scenes, and impounded vehicles
- D. Ability to perform accurate control audits and inventory in the Property and Evidence Room
- E. Ability to retrieve, categorize, secure, preserve, store, and dispose of evidence and property
- F. Ability to gather, classify, store, and prepare abandoned and seized

property for city auction, destruction, and departmental use: returns property to owners; updates property sheets and computer log accordingly

- G. Ability to do a thorough and legal search of crime scenes
- H. Ability to prepare a legal photo array at the request of case detectives
- I. Ability to interpret evidence
- J. Ability to assist in the development of more efficient methods and procedures for use within the Crime Scene Processing aspect or the Property and Evidence aspect of the job duties
- K. Ability to assist in the development and implementation of new policies regarding Property and Evidence
- L. Ability to assist in the in the detection, apprehension, and conviction of criminals
- M. Ability to work in high pressure, tense, and stressful conditions.
- N. Ability to multitask and prioritize.
- O. Ability to research through various means in such a way that new techniques are observed
- P. Ability to work individually and in a team
- Q. Ability to be assertive
- R. Ability to problem-solve and make decisions
- S. Ability to work with minimal supervision
- T. Ability to learn new or different methods or procedures quickly
- U. Ability to compose a detailed narrative and technical case report

62-11-07 PHYSICAL DEMANDS & WORK ENVIRONMENT

- A. Work is divided unequally between an often crowded and noisy office environment, the property room, the lab environment, indoor crime scenes, and outdoor crime scenes. The job requires intermittent sitting, standing, walking, crawling, climbing, kneeling, squatting, reaching, and bending.

- B. The employee must be able to lift items ranging from often lifting the very light (< 5 lbs) items to occasionally lifting the very heavy (> 75 lbs) items.
- C. The technician must:
 - 1. Use equipment requiring a high degree of psychomotor skills (hand-eye coordination) such as a microscope, camera, and video equipment
 - 2. Have vision which allows for normal color perception (not red-green color blind) normal depth perception
 - 3. Have sufficient speaking abilities to perform job duties and testify in court procedures
 - 4. Have strength, dexterity, and endurance required to complete crime scene processing under sometimes unpleasant conditions
- D. The employee is occasionally subjected to extended periods of physical and mental exertion under highly stressful conditions and must be able to remain calm and think logically
- E. The employee may be subjected to rapid changes of environment from pleasant to highly dangerous conditions.
- F. The employee is occasionally exposed to inclement weather, dust, infectious diseases, irritating chemicals, biological hazards, flammable substances, explosives, firearms, and traffic situations.
- G. The work may require the use of personal protective equipment such as traffic safety vest, gloves, hair nets, face masks, etc.
- H. The work requires the ability to work variable hours and involves being on-call as dictated by the needs of the agency.

62-11-08 EXPERIENCE, EDUCATION, TRAINING, LICENSES & CERTIFICATES

A. General Requirements

The employee is required to have a combination of experience, education, training, licenses, and certifications which provides the requisite knowledge, skills, and abilities necessary to perform the duties of the job. Failure to obtain and maintain all required certifications and licenses as required, or failure to successfully complete all required training may result in discipline, up to and including termination of employment.

B. Specific Requirements

1. Employees in this position must be at least 21 years of age
2. Must be able to successfully complete a background investigation, drug test, and polygraph
3. A high school diploma or state-issued G.E.D is required
4. The employee must sign a GCIC "Awareness Statement" regarding confidentiality of criminal justice information and criminal history record information; and abide by the stringent regulations concerning the protection of such information from dissemination to unauthorized persons
5. A valid Georgia Driver's License by the date of hire for the type of vehicle operated is required and must be maintained throughout employment
6. Attainment of Georgia P.O.S.T. Crime Scene Certification within the first two years of employment, which among other things, requires these courses:

a.	Fingerprint Classification	40 hours
b.	FBI Latent Print Identification	24 hours
c.	FBI Latent Print Development	24 hours
d.	Crime Scene Technician	40 hours
e.	Evidence Presentation	16 hours
f.	Photography for Criminal Investigations	40 hours
g.	Privacy and Security Act	8 hours
8. Completion of the following classes are also mandatory:

a.	Blood Borne Pathogens	2 hours
b.	Managing Property and Evidence	16 hours
9. Basic law enforcement mandate training. A Crime Scene Technician may be sent to the basic law enforcement mandate training. Upon completion of training, the Crime Scene Technician will also be a sworn and certified law enforcement officer.

C. Desirable Qualifications

1. General law enforcement experience
2. Specific scientific experience
3. Course work in criminal justice, police methods, chemistry, biology, or any related fields that would constitute a strong background in forensic science
4. Computer skills / certificates
 - a. Microsoft Windows
 - b. Microsoft Excel

- c. Microsoft Outlook
 - d. Microsoft PowerPoint
 - e. Scanner
 - f. Printer
 - g. Electronic scale and associated software
 - h. Digital Microscope and associated software
 - i. Photo Shop Elements or similar software
 - j. Computer composite software
5. Completion of additional classes, such as:
- a. Advanced Palm Identification 24 hours
 - b. Marijuana Identification 8 hours
 - c. Additional classes/seminars
 - d. Continuing education through various means.

D. Career Track

An employee hired as a Crime Scene Technician may follow a career path leading to certification as a law enforcement officer and a Crime Scene Technician. Each step will have specific standards which must be achieved. Each step will have an increase in compensation in accordance with the city's current pay plan. The ultimate goal of an employee would be to become, not only a certified law enforcement officer; but also one who has the specialized training as a Crime Scene Technician.

1. Crime Scene Technician – Entry – Level One

Must meet or exceed entry level requirements of the position.

2. Crime Scene Technician – Senior – Level Two

Must meet or exceed all Ga. POST requirements for certification of a Crime Scene Technician.

3. Crime Scene Technician – Master – Level Three

Must meet or exceed all Ga. POST requirements for certification as a Crime Scene Technician and all Ga. POST requirements for certification as a sworn law enforcement officer (successful completion of the basic law enforcement academy and POST certification).

62-11-98 HISTORY OF THIS S.O.P.

- 1. This Standard Operating Procedure issued on 11/17/03.
- 2. This SOP was revised on 09/29/04.

3. This SOP was updated on 01/16/06.
4. This SOP was updated on 12/19/06.
5. This SOP was updated and reviewed on 08/30/07.
6. This SOP was updated and reviewed on 05/01/2008.
7. This SOP was reviewed, revised and updated on 05/29/09.
8. This SOP was reviewed, revised and updated on 02/22/10.
9. This SOP was revised on 03/19/2012. This position is now under the Support Services Division and no longer under CID.
10. **62-11-08 EXPERIENCE, EDUCATION, TRAINING, LICENSES & CERTIFICATES**
D. Career Path
Added 06/06/2013 to provide a three tier level career path of a Crime Scene Technician to also become a certified law enforcement officer with comparable pay increases.
11. AS OF 01/01/2013 REVISIONS ARE MAINTAINED IN POWERDMS.
12. This SOP was reviewed on 04/26/2016.
13. This SOP was reviewed on 10/08/2018.

62-11-99 REFERENCES

- A. Georgia Standards - 3.6
- B. Statutory law
- C. Case law