Forensic Services Technician –
Crime Scene #00775
City of Virginia Beach – Job Description
Date of Last Revision: 07-01-2022

FLSA Status: Non-Exempt      Pay Plan: General      Grade: 20

City of Virginia Beach Organizational Mission & Values
The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary
Identify, collect, document, preserve, transport, and process evidence associated with criminal activity under investigation. May work variable shifts.

Representative Work Functions and Responsibilities
Act as a principal assistant at major crime scenes.

Process minor crime scenes independently.

Develop latent finger and palm prints.

Search for, identify and recover all forms of evidence.

Document crime scenes using sketching and measurements, photography and video taping.

Prepare reports and testify in court.

Assist in processing of juveniles, felons and court-ordered processes; and assist in civil processes.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards
Recognize the significance and value of evidence recovered at a crime scene and handle that evidence according to procedures; document all work by accurate and thorough reports; and provide credible testimony in court.

Minimum Qualifications
Requires any combination of education (above the high school level) and/or experience equivalent to three (3) years in fields utilizing the required knowledge, skills, and abilities and associated with such positions as evidence technician or related position or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
Must have, or obtain, a current and valid Virginia or North Carolina driver's license in accordance with Virginia or North Carolina DMV driver's license eligibility requirements.

**Special Requirements**
Must be able to work rotating shifts (days/evenings/midnights) including weekends and holidays and be available to work overtime when required to meet operational needs.

This position may require that incumbents wear and maintain appropriate personal protective equipment such as, but not limited to, steel toed shoes, safety glasses, gloves, or other designated safety attire and equipment in designated areas of risk. Specific requirements will be determined and communicated by the employee’s supervisor based on position assigned.

This is a safety sensitive position and is subject to mandatory drug testing. Positive drug test results may result in counseling and/or discipline, up to and including, termination.

Successful completion of a pre-employment physical.

Must successfully complete a police background investigation, including polygraph examination.

**Knowledge-Skills-Abilities Required to Perform Satisfactorily**

A. Knowledge
1. Knowledge of basic photographic principles.
2. Knowledge of basic office procedures.
3. Knowledge of techniques used in searching, collecting, and maintaining chain of custody of evidence.
5. Knowledge of techniques used in developing latent fingerprints.

B. Skills
1. Skill in the operation of video and still cameras.
2. Skill in the recovery and preservation of physical evidence.
3. Skill in developing latent fingerprints.
4. Skill in discharging duties with only occasional, immediate supervision (after completion of training period).
5. Skill in recording data and maintaining accurate, detailed records.

C. Abilities
1. Ability to communicate effectively, both orally and in writing.
2. Ability to evaluate and determine the most desirable method of evidence recovery.
3. Ability to establish and maintain effective working relationships with other police department personnel as well as members of outside agencies.
4. Ability to communicate effectively with members of the public under a variety of situations.
5. Ability to perform work effectively in stressful situations and adverse working conditions.
6. Ability to learn court procedure and proper testimony for court cases.
7. Ability to perform work in a variety of physical settings including: taking aerial photographs from plane, helicopter or fire department apparatus; working scenes from marine patrol or other watercraft; working in and around traffic; working arson scenes while the area still smolders; working in confined areas and performing close work for extended periods; processing deceased bodies.
8. Ability to safely handle firearms.
9. Ability to work with toxic/hazardous chemicals and handle a variety of hazardous materials on a daily basis.
10. Ability to collect evidence, or transport equipment, which may require bending, crawling.
11. Ability to work rotating shifts.

**Working Conditions**

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

**NOTE:** Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City’s business.