

**Position Title:** Crime Scene Technician  
**Department:** Vicksburg Police Department  
**Position Type:** Full Time  
**Reports To:** CID Commander  
**FLSA Status:**  
**Prepared By:**  
**Prepared Date:**  
**Approved By:**  
**Approved Date:**

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### **Position Summary**

The Crime Scene Technician is responsible for assisting sworn personnel with the identification, documentation, collection, and preservation of physical evidence related to criminal investigations. This position processes crime scenes, photographs evidence, maintains evidence integrity, and prepares detailed reports to support investigative and prosecutorial efforts. The Crime Scene Technician works closely with investigators, patrol officers, and other law enforcement personnel to ensure evidence is properly handled and documented in accordance with departmental policies and legal standards.

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### **Essential Duties and Responsibilities**

- Respond to crime scenes to assist with the identification, documentation, and collection of physical evidence.
  - Photograph crime scenes, evidence, and related materials using digital photography equipment.
  - Process crime scenes for fingerprints using appropriate techniques and equipment.
  - Collect, package, label, and preserve physical evidence in accordance with established procedures and chain-of-custody requirements.
  - Prepare detailed reports documenting crime scene processing activities and evidence collected.
  - Sketch crime scenes and document measurements and spatial relationships when necessary.
  - Submit collected evidence to the department's property and evidence section or appropriate forensic laboratories.
  - Maintain accurate records of evidence collected and ensure proper documentation for court proceedings.
  - Assist investigators in processing evidence and preparing case documentation as needed.
  - Testify in court regarding evidence collection procedures, documentation, and chain of custody when required.
  - Maintain crime scene equipment and ensure proper care and readiness of investigative tools.
  - Assist with maintaining evidence processing supplies and equipment inventory.
  - Coordinate with patrol officers, investigators, and other agencies during crime scene investigations.
  - Follow all departmental policies, safety procedures, and legal requirements related to evidence collection and processing.
  - Perform other duties as assigned by the Criminal Investigations Division Supervisor.
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### **Knowledge, Skills, and Abilities**

- Knowledge of crime scene investigation techniques, evidence collection procedures, and forensic documentation methods.
- Knowledge of proper evidence handling, packaging, and chain-of-custody requirements.

- Knowledge of digital photography and photographic documentation techniques.
- Ability to observe, analyze, and document crime scenes with attention to detail.
- Ability to prepare accurate reports and maintain detailed documentation.
- Ability to operate specialized crime scene equipment and forensic tools.
- Ability to work effectively with law enforcement personnel and forensic professionals.
- Ability to maintain professionalism when exposed to graphic or disturbing scenes.
- Ability to testify in court regarding evidence collection and crime scene procedures.
- Ability to maintain confidentiality of investigative information.

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**Minimum Qualifications**

- High school diploma or GED required.
- Associate degree or higher in criminal justice, forensic science, crime scene investigation, or a related field preferred.
- Prior experience in crime scene processing, forensic evidence collection, or law enforcement support preferred.
- Completion of relevant forensic or crime scene investigation training preferred.

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**Working Conditions**

- Work is performed both indoors and outdoors in a variety of environments, including active crime scenes.
- Position may require working nights, weekends, holidays, and on-call assignments.
- May involve exposure to hazardous materials, bodily fluids, and graphic or traumatic scenes.
- Requires lifting, bending, standing for extended periods, and working in adverse weather conditions.

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**Disclaimer**

This job description is intended to describe the general nature and level of work performed by employees in this classification. It is not an exhaustive list of all duties, responsibilities, and qualifications required. The Vicksburg Police Department reserves the right to modify the content of this description as necessary.