



TITLE: Crime Scene/Evidence Technician
PG: HF
DEPARTMENT: Police
REPORTS TO: Police Lieutenant
REVISION DATE: July 2025

PURPOSE OF POSITION:

Performs highly complex and responsible duties in the receiving, inventorying and storing of all evidence used in police investigations, supplies and equipment used by the department to conduct investigations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Receives, logs, inventories, stores, and releases items of evidence and abandoned or found property.
2. Tags, marks property, packages and/or secures property, evidence, and other sensitive material to assure identification and to preserve material for the future.
3. Performs all evidence custodial functions to comply with the legal chain-of-custody standards.
4. Monitors and controls the distribution of evidence and property to users to assure that material is used only by authorized personnel.
5. Maintains complex filing systems with a variety of subject matter to provide easy access to records.
6. Prepares and destroys or returns items of evidence as authorized.
7. Prepares and returns or destroys abandoned and found property in accordance with City ordinances and court orders.
8. Transports items to be destroyed to proper disposal facility.
9. Prepares and inventories unclaimed, abandoned or found property for public auction or sell on pre-approved Internet site.
10. Responds to crime scenes for technical police support.
11. Processes and investigates crime scenes to record, document, and collect physical evidence, including fingerprint evidence, using cameras, measurement techniques, and special physical evidence procedures.
12. Recovers and searches for latent fingerprint evidence for personal identifications.
13. Performs presumptive chemical tests to determine the presence of blood evidence.
14. Performs proper collection, preservations and packaging of different types of evidence, including arson investigations.
15. Delivers evidence to and retrieves evidence from State or other forensics laboratory and photo processing laboratory for testing, ensuring compliance with chain-of-custody standards.
16. Prepares evidence for court hearings.
17. Provides expert testimony relative to the work performed in court and other legal proceedings.
18. Prepares reports and completes all paperwork associated with crime scene investigations.
19. Performs all work duties and activities in accordance with City and Police Policies, procedures and safety practices.
20. Regular and predictable attendance.
21. Ability to work in a cooperative manner with others.
22. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma/GED with graduation from the National Forensics Academy or similar program.
- Bachelor's degree in law enforcement, criminal justice or related field, preferred.
- Two (2) years' of experience in crime scene investigation.
- Must meet the physical, psychological and the criminal records check and other standards established by the Gallatin Police Department.
- Must have a valid driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the rules and regulations of the City of Gallatin Police Department.
- General knowledge of approved principles, practices and procedures of police work.
- General knowledge of the geography of the City of Gallatin and location of important buildings.
- Ability to understand and carry out oral and written instructions and to prepare clear comprehensive reports.
- General knowledge of the principles, methods, equipment, standard practices, and objectives of evidence, property and records.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time constraints and deadlines.
- General knowledge of principles, methods, equipment, standard practices, and objectives of evidence collection, preservations and documentation of crime scene investigation; photographic techniques and procedures under various lighting conditions; operation of a digital camera, video camera equipment, and audio recording equipment; latent print development methods and techniques, blood detection, enhancement, collection, and preservation methods and techniques.
- Ability to deal with the public courteously and firmly and to establish and maintain satisfactory public relations.
- Ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances.
- Good physical condition.
- Ability to understand and effectively carry out written and oral instructions.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provisions of the open record laws.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. Work requires climbing, balancing, stooping, crouching, crawling, standing, walking, running, pushing, pulling, lifting, fingering, grasping and feeling; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work and observing general surroundings and activities.

WORK ENVIRONMENT:

The worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protection equipment.

The City of Gallatin is a drug-free equal opportunity employer, with policies of non-discrimination on the basis of race, sex, religion, color, national or ethnic origin, age, disability, military service, or political affiliation.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.