



**HORIZON CITY**

Incorporated 1988

**\*\*JOB POSTING\*\***

**Job Title: Crime Scene/Evidence Technician (Civilian)**  
**Job No.: 22-08-505-10**  
**Department: Public Safety-Police**  
**Classification: Non-Exempt**  
**Job Type: Full-time**  
**Starting Pay: \$46,404.80 annually/\$22.31 hourly**  
**Posting Dates: 08/02/2022 to 08/08/2022**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

**GENERAL SUMMARY**

The Crime Scene Investigator/Evidence Technician responds to crime scenes to obtain photographs, video, sketch, process evidence, and collect evidence. Fingerprint the public, suspects, cadavers, and new applicants. The Crime Scene Investigator/Evidence Technician is the designated keeper of evidence in both criminal and civil cases for the Horizon City Police Department. The incumbent receives property, identifies, tags, records, stores, inventories, and issues recovered, lost or stolen property or evidence, and performs clerical and administrative support functions.

**SUPERVISION**

General direction is provided by the Assistant Chief of Police, designee or as described in the organizational chart.

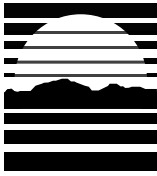
**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Photographs and obtains video of crime scenes as assigned.
2. Processes evidence for latent prints using various powders and chemical techniques.
3. Preserves and packages evidence as required for further investigation/analysis.
4. Provide fingerprinting services for walk-ins.
5. Generates departmental ID numbers and ID cards for new employees for the Police Department and city.
6. Obtains training and certification in various disciplines within Crime Scene Investigations.
7. The Crime Scene Investigator/Evidence Technician is the designated keeper of evidence in both criminal and civil cases for the Horizon City Police Department.
8. The incumbent receives property, identifies, tags, records, stores, inventories, and issues recovered, lost or stolen property or evidence, and performs clerical and administrative support functions.
9. Commits self to providing excellent customer service and demonstrate commitment through cooperative team and individual efforts and creates a high-quality work culture through participation in and emphasis on training
10. Performs audits to conform to Texas Best Practices Recognition Program and departmental standards.

**MINIMUM JOB REQUIREMENTS**

**EDUCATION AND EXPERIENCE**

- Minimum of Associates Degree in criminal justice, forensic science, or related field preferred and/or four years of experience as an investigator; or any equivalent



## HORIZON CITY

Incorporated 1988

combination of experience and training which provides the required knowledge, skills, and abilities.

- Must complete a personal history statement and pass a thorough background investigation.

### LICENSES AND CERTIFICATES

- Texas Class “C” License or equivalent from another state by time of appointment.
- Minimum of the International Association for Identification (IAI) Crime Scene Certification Level I or Certification must be obtained within the first year of employment.
- Obtains certification with TAPEIT within 2-years of appointment.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Photography and video equipment by reading equipment manuals and viewing training videos.
- Operating a computer, printer, scanner, VCR, DVD Burner.
- Chain of custody and the security of evidence to prevent cross-contamination.
- Processing techniques by reading equipment manuals.
- Pertinent Federal and State laws.
- Photography, lighting techniques, collection, and preservation evidence.
- Various techniques of developing latent prints and preservation of latent prints.
- Modern practices of law enforcement investigation and procedures
- Crime scene investigatory techniques.
- Be familiar with ballistic evidence at a crime scene (weapon types, GSR, trajectory).
- Techniques, trends, and procedures associated with unit operations including impounding, storage, release, auction, salvage, inventory, and security of vehicles and property.
- Working knowledge of department policies, procedures, related laws, rules, and regulations.
- Overseeing the operation in the receipt, storage, release, auction, inventory, salvage, and security of impounded vehicles.
- General office procedures and practices, policies, procedures, and practices applicable to the area of assignment, proper methods to maintain accurate records, operation of a computer, its software, and general office equipment, and business correspondence standards including English, grammar, spelling, and punctuation.
- Inventory techniques and evidence handling and storage procedures and practices.

### Other Job Characteristics:

- Wear uniform as provided.
- Subject to being called at any time for emergency duties.
- Requires availability for shift work.
- Occasional vigorous physical demands common to duties of a Crime Scene/Evidence Technician.

The full and completed application requirements can be found on this website at

<https://horizoncity.org> or <https://www.horizoncity.org/human-resources/>

The **TCOLE Application for Employment (Law Enforcement)** must be completed, notarized, and submitted in person at the following office location:

In person:      **Open 24 hours a day**  
                         **Horizon City Police/Communications Departments**  
                         **15001 Darrington Rd / Horizon City, Texas 79928**

Contact:         **Officer Jaime Crespo, Training Coordinator, (915) 852-1047**