

**WALLA WALLA COUNTY
POSITION DESCRIPTION FORM**

JOB TITLE: Crime Analyst Technician

AGENCY: Walla Walla County Sheriff's Office

DIVISION: Operations

REPORTS TO: Chief Criminal Deputy or Undersheriff

PAY GRADE: Current Negotiated Contract (Commissioned Deputies Association); Full-Time; FLSA Non-Exempt; Benefits Apply

JOB SUMMARY: Perform professional crime scene processing and photography, evidence collection, handling and processing, fingerprinting, collecting and processing forensic evidence. Be responsible for evidence storage and submissions to regional and national crime labs. Processing and tracking evidence and asset forfeiture properties and assets. Conducting and organizing crime data and analysis reports and preparing crime trend reports. Providing investigative support functions, interrogation/interview support, and case preparation support. Prepare reports, obtain search and seizure orders, and provide judicial testimony. Assume the duties of Operations Division Quartermaster. Assist the Administrative Services Division Civil Unit by serving certain civil papers.

SUPERVISORY RESPONSIBILITIES: Not applicable

ESSENTIAL FUNCTIONS:

- Perform functions related to crime scene processing to include: scene security, photography, collection and process of evidence, fingerprinting, evidence storage and evidence examinations and interpretations.
- Document and maintain evidence collection and storage processes to include crime scene sketches, photographs, evidence logs and evidence tags.
- Responsible for the safekeeping and appropriate release of evidence and property.
- Coordinate all asset forfeiture requests and orders; maintain asset forfeiture records and submit all required documents and reports as required by the RCW for seized property.
- Provide detailed crime analysis reports based upon crime reporting records (PARSTAT, NIBRS, UCR).
- Provide investigative support to complex investigations; conduct interviews and interrogations of victims and suspects.
- Prepare detailed reports and write affidavits for search and seizure warrants.
- Provide sworn testimony in various judicial hearings.
- Support inventory control process by managing all Operations Division duty equipment.
- Support civil processes by providing paper service.

EXAMPLE OF DUTIES:

- Function as an integral team member of the WWSO.
- Respond to crime scenes throughout Walla Walla County.
- Conduct comprehensive crime scene investigations using traditional and advanced photographic equipment, digital recording devices and video recorders.

- Collect, bag and tag evidence from crime scenes using agency protocols and established crime scene principles.
- Ensure all evidence, including trace evidence, is properly stored and maintained to prevent deterioration and contamination. Maintain and review chain of custody records for all evidence.
- Complete all paperwork and documentation relating to crime scene investigations and search warrant seizures.
- Release property to members of the public when appropriate.
- Take an active part in all ongoing training programs as requested or required.
- Maintain required crime statistical reports for review and analysis.
- Maintain asset forfeiture files and property tracking records. Complete and file all required state and federal asset forfeiture documents.
- Provide educational and community outreach programs.
- Provide liaison with other allied law enforcement agencies and work as requested with mutual aid agencies as needed.
- Receive, document, organize, track, store, and inventory all Operations Division duty gear.
- Assist with serving of certain civil papers.
- Other tasks of a similar nature and level of difficulty and responsibility may be assigned.

EQUIPMENT TO BE USED: Utilize all general and specialized office equipment, including computers. Become proficient in the application of crime scene processing equipment, photographic and recording equipment.

WORKING ENVIRONMENT / PHYSICAL ABILITIES: The working environment includes activities or contacts in multiple indoor or outdoor venues. Physical abilities required for this position are ones typically related to law enforcement activities in challenging environments. Abilities include but not limited to manual dexterity and visual acuity to operate computers and other office equipment, accessing file cabinets and evidence containers, both on and off site, and sufficient hearing and speech ability to communicate verbally. Must be able to work long and protracted hours depending on the complexities of unique situations.

KNOWLEDGE AND ABILITIES: Must possess the following attributes:

- A thorough knowledge of criminal rules of evidence, rules of civil process found in RCW, WAC, and agency policies.
- A working knowledge of community resources.
- The ability to develop and maintain positive working relationships with local, county, and state officials, especially including their law enforcement communities.
- The ability to monitor fiscal and program accountability, and analyze data.
- The ability to communicate effectively, both orally and in writing.
- The ability to work independently and as a part of a team.
- The ability to utilize a holistic approach to address investigative needs.
- The ability to negotiate and resolve conflict in a constructive manner.
- The ability to maintain electronic data storage and retrieval on existing office software.
- Sufficient knowledge of crime scene procedures to work independently at a crime scene.
- Maintain professional level of knowledge of appropriate regulations and statutes applicable to area of responsibility, i.e., WAC, RCW, Title 18 USC, etc.
- The ability to demonstrate sound judgment and decision making.

EDUCATION AND EXPERIENCE: Applicants must possess a high school diploma or equivalent AND satisfy one of the following:

- At least two (2) years of full time law enforcement experience; OR
- At least one (1) year of full time law enforcement experience and successful completion of either 90 (ninety) quarter hours or 60 (sixty) semester hours of study related to the field of criminal justice at an accredited school; OR
- At least one (1) year of full time law enforcement experience and a baccalaureate degree from an accredited college or university.

‘A year of full time law enforcement experience’ means: Experience equivalent to not less than 2080 hours accumulated within a three year time period with a law enforcement agency in a position responsible for maintaining evidence, or analyzing crime scenes, or providing public safety service, or supervising employees in these positions.

Studies related to the field of criminal justice and crime scene investigation may include chemistry, physics, psychology, anthropology, archaeology, geology and biology.

LICENSES AND OTHER REQUIREMENTS:

- Be a citizen of the United States or a lawful permanent resident who can read and write the English language.
- Be a least twenty-one (21) years of age.
- Conviction of a felony or misdemeanor which reflects adversely on the Sheriff’s Office is a disqualifier.
- Satisfactorily pass the Sheriff’s Office oral board and background investigation.
- Satisfactorily pass the Sheriff’s Office polygraph examination.
- Maintain a valid driver’s license and personal vehicle insurance coverage.
- Maintain continuing education and any department required certifications.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.