

POLICE PHOTOGRAPHIC TECHNICIAN

JOB DESCRIPTION

Classification Responsibilities: A Police Photographic Technician performs technical duties as a member of the photographic laboratory unit, which involves providing various photographic services associated with the Police Department. Specific duties include: processing and archiving digital images; preparing film development solutions; developing color and black and white film; enlarging, reducing, and printing photos; preparing photographic copies for presentation in photo lineups; using, maintaining, and repairing photographic equipment; ordering and maintaining an inventory of photographic supplies; ensuring the photo lab meets all safety and accreditation standards including documentation of quality assurance and maintenance of equipment; updating standard operating procedures for the photo laboratory unit; and maintaining/cleaning all areas of the photo lab. A Police Photographic Technician instructs others, including: volunteers, interns, Crime Scene Specialist, and other Police Department personnel, on the use of photographic equipment on-the-job or in a classroom setting. An incumbent in this class may occasionally respond to photograph individuals or objects in relation to criminal investigations or police department events. The work may also require testifying in court. An incumbent in this class performs related duties as required.

Distinguishing Features: Police Photographic Technician is a civilian classification assigned to the Forensic Services Section of the Police Department. The nature of the work requires highly skilled techniques involving the application of general, forensic, and medical/legal photographic techniques and methodologies, including advanced knowledge of computer software and components in relation to the acquisition and storing of digital images. Knowledge of the techniques that may be used to photograph subjects and physical evidence. Photographs are used as evidence and visual records for court. The Police Photographic Technician works with considerable independence and must exercise skill and judgment in the care of equipment and the quality of work. This class is supervised by a Forensic Services Supervisor. The incumbent is subject to emergency call-out and occasional weekend work may be required. This class is FLSA nonexempt.

QUALIFICATIONS

Minimum Qualifications Required. College level coursework in Photography (including dark room processing) and digital imaging techniques with a grade point average of 2.0 (out of a possible 4.0) or better. Any combination of training, education, and experience equivalent to a minimum of two years experience in photographic laboratory work preferably in a law enforcement agency, or industrial photographic employment. A working knowledge of computers, and the hardware and software associated with the storage and retrieval of digital images.

Special Requirements. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment/pre-placement and random alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. College-level forensic science and chemistry courses are preferred. Experience in an American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) accredited laboratory actively engaged in the forensic sciences and testifying in court as an expert witness.

ESSENTIAL FUNCTIONS

Communication: Communicates with sworn personnel, witnesses, officers of the court, vendors, the general public, management, personnel from other law enforcement agencies, professional peers, and other City employees. Instructs others on-the-job or in a classroom setting regarding photography. Testifies in court as needed. Produces written documents, including detailed reports regarding the processing of photographic evidence.

Manual/Physical: Operates various film and digital photographic equipment to photograph victims, suspects, evidence, police personnel and department events. Develops black and white and color negative film and makes photographic prints and enlargements from various film formats and digital images. Distinguishes colors for photo processing. Prepares and maintains chemicals for film and print processing. Uses personal protective equipment when working with hazardous agents and chemicals. Uses common hand tools to maintain and repair photographic cameras and lab processing equipment. Measures distances using calibrated instruments. Loads film. Installs, replaces, or adjusts filters and light bulbs. Performs physical inventories. Bends and stoops to conduct maintenance and load cartridges in photographic processors. May require heavy lifting. Works in a dark room and operates equipment to process film. Operates a motor vehicle requiring a standard Arizona Driver's License to attend meetings, training, and testify in court.

Mental: Determines appropriate techniques for various photographic laboratory services. Takes corrective action with lab processing equipment and chemicals to maintain production standards. Analyzes negatives, prints, and test strips with a densitometer to assure the maintenance of quality control standards. Orders supplies relating to photographic production. Comprehends and makes inferences from written materials regarding photographic and laboratory techniques. Learns job-related material through on-the-job training and in a classroom setting.

Knowledge/Skills/Abilities:

Knowledge of:

ASCLD/LAB Accreditation standards;
OSHA Safety requirements;
Material Safety Data Sheets (MSDSs);
applicable Arizona State Revised Statutes;
applicable scientific technical working groups requirements (for discipline/unit assigned);
applicable professional organizations (for discipline/unit assigned);
photographic/video techniques and processes;
the operation and use of photo/video reproduction equipment, appliances, and materials; and
various software programs in relation to digital images.

Skill in:

the operation of various still cameras and related equipment;
developing, printing, enlarging, reducing, and retouching photographic prints; and
the operation of computer and photographic processing equipment.

Ability to:

develop/print all types of film and digital images;
understand and carry out written and verbal instructions;
view images of dead bodies and victims of violent crimes; and
establish and maintain effective working relationships with coworkers, Police personnel, other
identification laboratories or law enforcement agencies, City employees, vendors, and the general
public.

The duties listed above are intended only as general illustrations of the various types of work that may
be performed. Specific statements of duties not included does not exclude them from the position if the
work is similar, related, or a logical assignment to the position. Job descriptions are subject to change
by the City as the needs of the City and requirements of the job change.

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CS4331.DOCX

EEO-Tech

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-TEC

INCREMENTS 58-200

PAY GRADE: 47

SECURITY-Yes

CDL-No

IND-7720

SWORN-No