

## **POLICE PHOTOGRAPHIC TECHNICIAN**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Police Photographic Technician performs technical and clerical duties as a member of the Forensic Services Division of the Police Department. Duties include: maintaining and printing digital images stored in the Police Department's digital imaging management system; working with the department's Information Technology personnel and/or vendors to resolve software or equipment issues; enlarging, reducing, printing and redacting photos; using, maintaining, and performing basic repairs to photographic equipment; ordering and maintaining an inventory of photographic supplies; making recommendations for the purchase of cameras and related equipment; 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 may assist with instructing others, including: volunteers, interns, Crime Scene Specialists, and other Police Department personnel, on the basic use of photographic equipment. An incumbent in this class may photograph police department social events. An incumbent in this class performs related duties as required.

**Distinguishing Features:** Police Photographic Technician is a civilian classification assigned to the Forensic Services Division of the Police Department. The nature of the work requires some technical knowledge of general photography, including knowledge of retention laws for photographic evidence records, computer software and components in relation to the acquisition and storing of digital images. 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. This class is FLSA nonexempt.

### **QUALIFICATIONS**

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** High School Diploma or GED. Any combination of training, education and experience equivalent to three years of experience in commercial photographic laboratory work, preferably in a law enforcement agency. Relevant training, education and experience will be considered when evaluating minimum qualifications.

**Special Requirements.** Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required.

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

**Preferred/Desirable Qualifications.** A working knowledge of computers, and the hardware and software associated with the storage and retrieval of digital images. College-level forensic science and chemistry courses. Experience in an internationally accredited laboratory actively engaged in forensic sciences.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with sworn personnel, vendors, the general public, management, personnel from other law enforcement agencies, professional peers, and other City employees. Instructs police personnel in basic photography. Produces written documents, including detailed reports regarding the processing of photographic evidence images taken by department personnel.

**Manual/Physical:** Makes photographic prints and enlargements from digital images. Operates various digital photographic equipment to photograph department social events. Distinguishes colors for photo processing. Prepares and maintains chemicals for print processing. Uses personal protective equipment when working with hazardous agents and chemicals. Uses common hand tools to maintain and perform basic repairs to photographic cameras and lab processing equipment. Measures distances using calibrated instruments. 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.

**Mental:** Determines appropriate techniques for various photographic laboratory services. Takes corrective action with lab processing equipment and chemicals to maintain production standards. Analyzes 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;  
legislation that might impact digital retention;  
the operation and use of photo/video reproduction equipment, appliances, and materials; and  
various software programs in relation to digital images.

Skills in:

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

Ability to:

maintain, retrieve and print all types of digital images;  
enlarge, reduce and redact photos;  
archive photographs and digital images;  
perform basic repairs to photographic equipment;  
maintain inventory for camera and related equipment, such as flatbed scanner, disc duplicator, and photo copier;  
instruct police employees in basic photography;  
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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INCREMENTS 54-200

PAY GRADE: 44

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