



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 648.8

Job Title: **DWI (DRIVING WHILE INTOXICATED) TECHNICIAN**

Pay Grade: 13

### **GENERAL SUMMARY:**

Perform standardized field sobriety tests on DWI suspects, including the completion of station videos. Obtain breath specimens and/or perform blood draws from DWI suspects to determine blood-alcohol concentration. Evidence control entails entering and documenting intoxilyzer and video evidence. Process and facilitate DWI paperwork while working the applicable hold desk. Maintain all seized property and evidence in accordance with state laws, city ordinances, and departmental policies and procedures.

### **RESPONSIBILITIES:**

- Communicates with the arresting officer, transporting officer or supervisor regarding the facts of the case.
- Operates the current model of the Intoxilyzer instrument.
- Performs blood draws from DWI suspects. Assists other investigative divisions within the Houston Police Department, as needed, in collection of blood evidence, which may require some travel.
- Processes DWI suspects; videotapes suspects, demonstrates motor skill exercises and conducts short interviews of suspects.
- Performs inventory control of evidence and property by maintaining a computer database and/or other records of property and evidence.
- Receives, catalogs, tags and secures property, blood vials, and or blood evidence. Stores property, blood vials, and/or blood evidence in designated areas.
- Receives and releases evidence from/to HPD officers, DA investigators and DWI Technicians for court or inventory purposes.
- Researches, updates, and modifies database information, Outlook, Laboratory Information Management Systems (LIMS), Enterprise Asset Management System (EAMS), division blood database, conducts criminal history checks, and files to be warrants.
- Acknowledges court subpoenas, attends court and testifies as to the facts relevant to their job duties.
- Works the hold desk and processes holds/releases related to DWI cases.
- Performs other duties as assigned.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a high school diploma or GED.

**License:** Requires a valid class "C" Texas driver's license and compliance with the City of Houston's policy on driving.

## **SPECIFICATIONS: (continued)**

### **Certification:**

Breath Test Operator: Must provide current certification of successful completion of, or successfully complete within 10 months of employment, requisite training, testing and certification by the Texas Department of Public Safety (DPS) to take breath specimens (i.e. certified breath test operator).

Once certified by DPS, must attend and successfully complete annual recertification by DPS. Must maintain certification as a certified breath test operator throughout the course of employment.

### **Training:**

Standardized Field Sobriety Test (SFST): Must successfully complete within 10 months of employment, Houston Police Department SFST training and testing to perform standardized field sobriety tests.

Once successfully completed SFST training and testing, must maintain SFST proficiency throughout the course of employment.

### Phlebotomy

Must successfully complete within 10 months of employment, Houston Police Department approved phlebotomy training.

### **EXPERIENCE:**

One year of experience in warehousing, receiving, bookkeeping, and inventory control or a related field is required, preferably in law enforcement and/or a high security environment.

Special Requirement(s): Due to the sensitive nature, high security environment, and value of property and/or evidence impounded, successful completion of a background investigation and polygraph is required.

### **COMPLEXITY:**

Work consists of fairly standard procedures and tasks where minimal analytical abilities are required to select and execute actions.

### **IMPACT OF ACTIONS:**

Errors in work could lead to significant expense and inconvenience. Work is typically performed in the presence of a police officer and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

No direct report employees.

#### **Indirect Supervision:**

No indirect supervision.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with police officers, sergeants, and jail personnel. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

#### **External Contacts:**

Level of external contact is primarily with DWI suspects, citizens, other agency police officers, nurses, and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; (e.g., responding to questions which require some research to provide the correct answer.)

### **PHYSICAL EFFORT:**

The position routinely requires lifting of moderately heavy items (up to 40 pounds) and/or assuming awkward positions for long periods of time.

## **SPECIFICATIONS: (continued)**

### **WORK ENVIRONMENT:**

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions and occasional exposure to contagious diseases.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

DWI TECHNICIAN

SR. DWI TECHNICIAN

*Effective: October 1, 2014*