



Charles County Sheriff's Office Job Description

Approved:

Date:

Job Title: Forensic Science Technician I
Unit: Forensic Science Unit
Section: Investigations Section
Division: Criminal Investigations Division
Bureau: Operations
Reports To: Supervisor, Forensic Science Unit
FLSA Status: Non-Exempt
Prepared By: K. Burrows
Prepared Date: December 2016
Salary Level: Grade 11
Scale: 1

SUMMARY:

This **critical** position involves work relative to a variety of technical duties to include documenting investigations, recovering physical evidence, photographing crime scenes, attending autopsies, transporting forensic evidence to various laboratories, and testifying in court. The employee receives supervision from, and reports directly to, the Supervisor, Forensic Science Unit. Work is evaluated through observations, conferences, and reports.

ESSENTIAL DUTIES:

This is a generalized job description. Specific duties and responsibilities may vary, depending on the assigned location. Duties and responsibilities may be added, deleted, or changed at any time at the direction of management, formally or informally, verbally or in writing.

Receive, document, and process evidence collected by other members of this Agency using chemicals, powder, photographic equipment, and digital still and video investigative tools.

Recover and preserve evidence from crime scenes, suspects and victims using proper techniques as outlined in various written directives of this Agency, as well as multiple federal regulatory agencies.

Document investigations with photographs, recovery of physical evidence, and sketches of crime scenes.

Prepare written reports and work assignments in a timely and efficient manner.

Maintain accurate documentation for all cases worked.

Conduct major crime scene searches under a variety of conditions to recover critical forensic evidence.

Process evidence for latent fingerprints using various chemical, photographic, and digital methods.

Operate and maintain digital photo and video laboratory and equipment.

Develop crime scene photographs using a digital process.

Attend autopsies to document, photograph, and recover evidence.

Transport and maintain accurate chain of custody of forensic evidence to other federal, state, and local crime labs for additional analysis.

Appear in court to present evidence on cases investigated and to testify against persons accused of committing crimes.

Gather information, write notes, reports, and other documents necessary to provide the State's Attorney with information needed for the prosecution of cases.

Testify in court and at other proceedings in a clear, well-organized, and logical manner to accurately provide information describing events, objects, processing methods, and evidence associated with a case.

Assist in securing and managing crime scenes by limiting access until evidence can be properly collected, preserved, and documented.

Perform complete, preventive, and required maintenance on assigned Agency vehicle.

Attend and participate in meetings and training sessions, as required.

Perform other related duties, as assigned.

SUPERVISORY RESPONSIBILITIES: N/A

QUALIFICATIONS:

Considerable knowledge of the principles and methods, rules and regulations found in the Standard Operating Procedures (SOP), and other manuals pertinent to the assigned job classification.

Ability to recognize physical evidence and know its potential value.

Knowledge of techniques for recovering and preserving physical evidence to include understanding the proper collection, processing and preservation procedures for "touch" DNA evidence and wet DNA evidence.

Ability to document investigations, including the recovery of physical evidence.

Knowledge of the rules of evidence.

Skill in the use of a camera, printing enlargements, and digital and video photography.

Ability to safely lift and carry up to 50 pounds.

Ability to operate an assigned Agency motor vehicle, both day and night, in all weather situations and road conditions in a manner to expeditiously, yet safely, arrive at a scene.

Ability to learn names and locations of roads, buildings, and other landmarks in Charles County.

Ability to utilize the senses of sight, hearing, smell, and touch.

Ability to use crime scene technician equipment.

Ability to understand oral and written instructions, to speak effectively and articulately, to demonstrate good listening skills, and to convey concern, understanding, and empathy.

Read and comprehend a variety of legal and non-legal documents, maps, and reference material to properly comply with organizational rules and procedures.

Read, write, comprehend, and speak English in a clear, effective manner, using proper pronunciation, diction, and grammar.

Ability to meet and deal effectively with Agency and government personnel and the general public.

Apply knowledge, experience, and reason to arrive at effective decisions for routine situations.

Knowledge in the use of office equipment such as a calculator, computer, fax, and copy machines.

Ability to utilize a high level of discretion, good judgement, and confidentiality.

Ability to maintain a high level of accuracy in assigned tasks.

Ability to organize and determine priorities of diverse assignments.

Ability to plan, organize, and effectively present ideas and concepts to groups.

Skill in making effective presentations before large or small groups and the ability to testify in a court of law.

Ability to assimilate information from a variety of resources. Analyze, evaluate, and select, often with limited information, the best course of action.

Ability to write, compose, and develop documents, manuals, and other literature.

Ability to read and comprehend various documents.

Ability to maintain composure and work effectively in situations of on the job pressure.

Ability to comprehend, understand, and adhere to, at all times, Agency policies, procedures, rules, and regulations.

Possess a valid driver's license.

Ability to pass a comprehensive background investigation.

Ability to pass random drug screening.

EDUCATION and/or EXPERIENCE:

Bachelor of Science Degree (B.S.) in Criminal Justice with concentration in Forensics.

Sufficient experience as a criminal investigator from previous sworn law enforcement work, or, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

GENERAL CHARACTER REQUIREMENTS:

It is a business necessity that the employee, as a member of the Charles County Sheriff's Office, possess a history and exhibit the characteristics of honesty, reliability, integrity, and interpersonal skills.

Any criminal conviction/arrest may be grounds for disqualification.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Respond immediately to calls for Forensic Science Technician service, both on foot and by motor vehicle.

Exposed to all types of environmental conditions. Exposure ranging from a courtroom setting to being at a crime scene for a prolonged period of time. Temperatures range from below freezing to above 100 degrees.

Adhere to Universal Barrier Precautions when exposed to blood and body fluids.

May be exposed to unknown chemical and bio-hazard conditions during crime investigations.

Communicate effectively and coherently with other Agency personnel and the public, either in person or by telephone, by written report or memorandum, through radio communications or computer network.

Maintain proper care and maintenance of equipment and facilities designated for by Forensic Science Unit personnel.

Enter and exit motor vehicles frequently and quickly.

Perform vehicle maintenance, such as changing tires and checking fluids.

Function in a structured organization with strict rules of conduct.

Exhibit and maintain professional decorum at all times.

Establish and maintain effective working relationships with coworkers and supervisors.

Comprehend and retain old and new information, received both orally and in writing.

Appropriately accept supervision, criticism, and evaluation.

Exhibit sensitivity to people from varying ethnic, religious, sexual, and socioeconomic backgrounds.

Deal tactfully, effectively, and equitably with people, both within and outside the Agency.

Some work is performed in an office setting with frequent interruptions. May sit for prolonged periods of time, answering the telephone, and operating computer equipment by inputting and retrieving information.

Read color-coded alarm panels, computer, and camera screens.

Climb a step stool or stoop down to reach file drawers just above or below arm level.

Manipulate keys and keyboards, file drawer latches, and file folders (locating, removing, inserting).
Must perform work in accordance with sound safety practices.

Must report for duty in a regular and punctual manner.

Must work overtime when deemed necessary by the Agency.

May be required to work varying hours on a rotating schedule including days, evenings, midnights, weekends, and holidays.

Comply with Agency policies and procedures as outlined in the Administrative and Operational Manual.

12/2016