

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: CRIME SCENE TECHNICIAN (Job Code 241).

GENERAL STATEMENT OF JOB

Provide support services involving all aspects of crime scene investigations, including but not limited to, identification and processing of latent fingerprints, technical photography, identification and collection of evidence, testify in court, and properly document such activities through written investigative reports. Provide training and instructing on proper evidence and crime scene processing.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Investigates crime scenes. Collects and identifies physical evidence left at the crime scene. Evidence collection may include biological, trace, shoe and tire impressions, firearms and weapons, paint, tools and any other items.

Evaluates evidence and assists in determining whether a crime has been committed.

Prepare sketches and diagrams; take measurements and photographs crime scene.

Preserves, packages, and transports physical evidence to the evidence room, lab, or court.

Attends and photographs autopsies at the Medical Examiner's Office, when needed.

Process evidence for latent fingerprint development and prepare for analysis.

Documents evidence, writes crime scene reports and maintains computer files on all evidence collected.

Completes narratives following procedural collection techniques and summarizing interpretation of evidence; testifies in court as needed.

Provides operational and tactical support utilizing available technologies to ensure officer safety and covert investigation security.

Conducts research using a variety of state-of-the-art principles, technologies, and investigative techniques.

Trains, instructs, critiques, and evaluates police personnel on crime scene processing techniques on a continual basis.

Conducts preliminary research for other unit personnel to assist in investigative activities outside the scope of responsibility.

Prepares various materials for case support, State Attorney's prosecution and related court/judicial presentation purposes.

Drives, maintains, and keeps clean marked crime scene vehicle.

Conducts lab work consisting of chemical processing and the use of fuming tanks.

Practices personal safety and utilizes proper safety equipment or gear when processing or collecting evidence. Follows all safety protocols.

Able to respond to a crime scene after normal working hours in a call out capacity.

Uses modern office equipment including a computer and related hardware and software.

Attend advanced courses/seminars related to crime scene investigations and forensic technology.

Orient new personnel, tour groups, citizen's police academy, etc. with the Crime Lab and its purpose.

Remain abreast of emerging forensic technologies.

Prepare purchase requisitions and submit budgetary proposals.

Photograph special events or personnel.

Perform related work as assigned.

MINIMUM TRAINING AND EXPERIENCE

Associate Degree in Forensic Science or closely related field and six (6) months of experience in crime scene investigation; or a high school diploma or equivalent and three (3) years of experience in crime scene investigation.

Bachelor Degree in Forensic Science or closely related field is preferred.

Must possess and maintain a valid Florida Driver's license.

Must satisfactorily complete all applicable civil service requirements.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve some walking, standing, some lifting and carrying objects of light to moderate weight (5-50 pounds). Tasks may involve a combination of climbing, balancing, stooping, kneeling, crouching, and crawling. Tasks may involve extended periods at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to exchange or convey information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal and city administration operations that are moderate in nature.

Intelligence: Requires the ability to analyze and interpret problems, and draw valid conclusions in task processing and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in Standard English. Must speak with poise, confidence, and voice control. Must be skilled in public speaking and able to facilitate training curriculums.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Interpret and make drawings, form mental images, and visualize movement or change in those images.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting and filing documents.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May require the ability to differentiate between colors or shades of color depending on department of assignment.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both the giving and receiving of instructions. Must be able to perform under stress of frequent deadlines.

Physical Communication: Requires the ability to talk and/or hear; (talking: expressing or exchanging information by means of spoken words, hearing, perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed with exposure to adverse environmental conditions, e.g., dirt, cold, rain, fumes, dust and fingerprint dusting powder, pollen, odors, wetness, humidity, noises, traffic conditions, animals or wildlife, toxic poisonous agents, crime scenes depicting violence or gore, disease or bio-hazardous substances.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern scientific methods and equipment used in criminal investigations.

Knowledge of all Department standard operating procedures, general orders and directives.

Knowledge, skills and abilities in specialized crime scene/forensic and evidence photography techniques

Knowledge in advanced photographic lighting techniques such as existing light, spot lights, bench top lighting, umbrella lighting and forensic light source systems to record evidence.

Knowledge, ability and skills in preparing experiments for confirmation of findings of bloodstain pattern analysis.

Knowledge, ability and skills in preparing exhibits for courtroom testimony.

Knowledge, ability and skills to interpret the area of convergence and origin of bloodstain spatter.

Knowledge, skills and ability to identify and process latent print.

Knowledge of blood detection and enhancement techniques.

Knowledge, ability and skills to identify, analyze, document, interpret and collect bloodstain evidence. Skilled in the operation of analog and digital photographic and recording devices.

Ability to establish and maintain effective working relationships with fellow employees and the public.

Ability to understand and follow oral and written instructions.

Ability to climb to, and work at heights.

Ability to lift, carry and use portable generators, ladders and other investigative equipment.

Ability to write and provide oral testimony in a clear and concise manner.

Ability to operate a standard size marked crime scene van.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date