

City of North Port

Crime Scene Technician

SALARY

\$24.15 - \$31.39 Hourly

LOCATION

North Port, FL

JOB TYPE

Full Time

JOB NUMBER

201401727

DEPARTMENT

Police Department

OPENING DATE

12/09/2024

CLOSING DATE

12/23/2024 7:00 AM Eastern

General Description

This is technical field and office work involving all aspects of crime scene investigations. The Crime Scene Investigator (CSI) shall be responsible for processing the crime scene and properly collecting, documenting, and preserving evidence. Work is performed under the general direction of the Forensic Supervisor.

Essential Job Functions

- This position spends at least 65 percent of their time performing duties that involve the collection, examination, preservation, documentation, preparation, or analysis of human tissues or fluids or physical evidence having potential biological, chemical, or radiological hazard or contamination, or use chemicals, processes or materials that may have carcinogenic or health damaging properties in the analysis of such evidence.
- Locates, collects, photographs, processes, preserves, documents, packages, identifies, and transports all crime scene physical evidence.
- Searches for and collects physical evidence.
- Review crime scene perimeters.
- Evaluates evidence and assists in determining whether a crime has been committed.
- Identify, collect, analyze, and preserve physical evidence from major crime scenes.
- Ensure all evidence is documented appropriately; take photographs and video of crime scenes.
- Assist in reconstructing crime scene events, including bloodstain and shooting incidents.
- Process latent fingerprints/imprints at crime scenes and in the laboratory. Performs latent, biological, and chemical evidence processing. Writes corresponding reports.
- Recover impression evidence using a variety of casting materials.
- Operate a variety of crime scene investigative equipment including, but not limited to, photographic equipment, laser/alternate light source equipment, laboratory equipment, and evidence collection devices.
- Prepares and ships evidence and other property to crime laboratories for examination; disseminates results of laboratory findings, as required.
- Prepare diagrams and written reports on actions, observations, and conclusions at crime scenes and laboratory findings using modern computer software programs.
- Stays abreast of new trends in the field of crime scene investigation and evidence collection; read appropriate literature and journals; attend training as required.
- Preserves, packages, and transports physical evidence to the evidence room, crime laboratories, court or other law enforcement agencies for examination or other reasons; disseminates results of laboratory findings, as required.
- Views victims of accidents, violent crimes; examines bodies of deceased.
- Ensures that property and evidence are secured at all times and the proper chain of custody is followed.
- Maintains constant integrity of evidence and property received.
- Prepares evidence for courtroom presentation.

- Testifies in court regarding evidence collection, crime scene investigation, chain of custody and/or lab processing on criminal cases when required.
- Enters property and evidence information into the computer.
- Updates and changes property/evidence files, as necessary.
- Accesses, inputs, and retrieves information from a computer.
- Performs latent and chemical processing.
- Prepares necessary reports as required.
- Orders and requisitions supplies through established departmental procedures.
- Maintains constant integrity of evidence and property received.
- Conducts lab work consisting of chemical processing and the use of fuming tanks.
- Drives, maintains, and cleans the marked crime scene vehicle, as required to transfer items.
- 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.
- Answers telephones, emails and interagency requests and keeps accurate notes of same.
- Keeps computer and paper case management files in up-to-date condition.
- Creates presentations and conducts public speaking engagements.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other related duties as assigned, including City-directed work assignments in the event of a declared emergency.)

Every City employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

Knowledge/Skills/Abilities

- Knowledge of modern office practices and procedures, English language, spelling, punctuation, and business mathematics.
- Knowledge of overall operations, functions, and scope of authority of the Police Department, City Code, and legal requirements.

- Knowledge of Police Department policies and procedures as related to the Department and personnel therein.
- Skill in the use of office equipment, including copy machines and multi-line telephone systems.
- Skill in the use of computers for data entry, word processing and accounting purposes.
- Ability to organize and communicate effectively.
- Ability to respond to a crime scene after normal working hours in a call-out capacity.
- Ability to pass a State and National Criminal Background Investigation and Polygraph examination, required to handle criminal evidence (including drugs) and confidential information.
- Ability to operate cameras, computers, office equipment, and crime scene equipment.
- Ability to testify effectively in court.
- Ability to make minor decisions in accordance with laws, ordinances, regulations and departmental policies and procedures; deal with the public, departmental and City personnel tactfully and courteously.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to exercise independent judgment in evaluating situations and making decisions.
- Ability to exercise considerable discretion and maintain confidentiality due to the sensitive nature of information processed.
- Ability to type accurately.
- Ability to maintain a satisfactory annual evaluation.

WORK ENVIRONMENT

The work environment characteristics described herein 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.

Working Conditions: While performing the duties of this job, the employee works in a dynamic environment that requires sensitivity to changing goals, priorities, and needs. Work typically requires frequent exposure to one or more disagreeable conditions (i.e. irate customers, outdoor weather conditions, excessive noise, extreme heat, odors or dust).

Risk/Safety Conditions: This position requires frequent exposure or risk to physical health and/or physical safety (e.g., exposure to environmentally hazardous material, heavy equipment, etc.)

Physical Activities: Must be able to perform strenuous physical activities on a constant basis in adverse weather conditions with extreme temperature variations (hot / cold). Frequent exposure to noxious fumes, dust, chemicals, insects, heights and confined areas, and excessive noise. Frequent sitting and

twisting during the operation of heavy equipment. Constant standing, walking, climbing, balancing, stooping & bending, kneeling, crawling, reaching overhead, grasping with use of hands & arms, pushing, pulling, digging. Constant communication involving speaking and hearing. Frequent lifting of 25 to 50lbs. Occasional lifting of 50 to 100+lbs. Vision and hearing must be correctable. Position requires the operation of a City vehicle and various machinery and hand tools. Work is performed in an office, laboratory, and in outside weather conditions with exposure to hazardous conditions. May on occasion be exposed to blood and other body fluids and adverse conditions for an extended period of time. May be required to travel to a variety of off-site locations and be available to respond during off duty hours.

(Occasional=1-3 Hrs.; Frequent=3-5 Hrs.; Constant=5-8 Hrs. – Per Workday)

Education, Experience, Licenses and Certifications

Education and Experience:

- High school diploma or equivalent, supplemented by college-level and/or field related courses.
- Minimum of associate's degree in forensics or a related field preferred.
- Experience in processing and handling of evidence, latent fingerprints, and/or crime scene investigation preferred.

(A comparable amount of relevant training, education and/or experience may be substituted for the above qualifications.)

Licenses and Certifications:

- Possession of or ability to obtain a valid Florida driver's license by date of hire.
- Must obtain the IAI Crime Scene Investigator certification within eighteen (18) months of employment.

Emergency Response Responsibility

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Hiring Range Statement

Please note, the hiring pay range for this position is the minimum up to a rate equal to or less than the midpoint of the salary range.

Veterans Preference Statement

The City of Nort Port, FL is an Affirmative Action/ADA/Veterans' Preference and Equal Opportunity Employer. Women, Minorities, and Persons with Disabilities are Encouraged to Apply.

Physical Requirements

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Grade

907

A City where you can "Achieve Anything."