



Forensic Technician

Job Description

Department: Sheriff
Position: Career Service
Salary Range: \$51,012 - \$67,444
Supervisory: No
Reports to: Evidence and Forensic Supervisor

Summary

The Forensic Technician supports the forensic evidence collection and processing function of the Utah County Sheriff's Office. This position performs and supports all types of crime scene processing and evidence collection, but may be assigned a specialized area of focus and serve as a lead in that area.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Control crime scenes to prevent contamination and destruction of evidence.
2. Locate, develop, photograph, and lift latent fingerprints at crime scenes and from evidence collected and brought to the forensic lab for processing.
3. Prepare fingerprints found on various types of evidence for submission to, and comparison by, the Automated Fingerprint Identification System (AFIS). Conduct side-by-side comparisons on ineligible prints.
4. Collect, preserve, examine, analyze, and process digital evidence using specialized investigative tools and without altering original evidence.
5. Access digital evidence in deleted, hidden, encrypted, corrupted and protected electronic files to expose and recover digital evidence.
6. Take photographs of crime scenes, traffic accidents, and other law enforcement related incidents using a variety of photographic equipment.
7. Produce photographic reproductions of crime scenes, evidence, victims, and suspects.
8. Use technical measurement equipment to document traffic and crime scenes.
9. Prepare specimens for laboratory analysis by preparing media, solutions, reagents, and other technical laboratory processes and procedures. Conduct tests and examinations and evaluate results.
10. Prepare detailed and comprehensive reports of findings for submission to law enforcement.
11. Testify in court on matters pertaining to crime scene investigation techniques, fingerprints, latent print identification, photography, or other forms of physical evidence identification.
12. Provide technical assistance to the prosecutor's staff and assist in developing case arguments and preparing evidence for court presentation.

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Class Code: 3494
Class Title: Forensic Technician
FLSA: Non-exempt
Effective Date: 5/30/2017
Public Safety: No

Worker's Compensation: County
Background Level: Civilian
Safety Sensitive: Yes
DOT: No

13. Provide expert assistance to detectives and other law enforcement personnel related to the documentation and processing of crime scenes and the collection and preservation of evidence.
14. Receive, maintain, release, and dispose of evidence in accordance with evidence-handling procedures and best practices.
15. Acquire and maintain all certifications and credentials applicable to job functions and duties.
16. Partner with state, county, and city law enforcement agencies with high profile or complex cases as requested.

Knowledge, Skills, and Abilities

Knowledge of:

- Automated Fingerprint Identification System (AFIS)
- Fingerprint identification procedures and classification systems
- Principles and practices of lifting and preserving latent fingerprints
- Forensic science as it applies to the collection and preservation of physical, biological, and digital evidence
- Procedures, practices, and laws regarding the collection, preservation, and integrity of evidence
- Photographic lighting, distortion and proper lens and camera selection

Skilled in:

- Reading, writing, and verbal communication
- Computers including graphics/digital imaging and software applications as they relate to forensic applications and processes
- Photographic and video equipment and techniques
- Fingerprint lifting technology to include chemical processing, laser printing, super gluing, dusting, and fuming

Ability to:

- Establish and maintain cooperative relationships with those contacted in the course or work activities
- Effectively testify as an expert witness in court
- Continually learn new technologies and methodologies
- Work carefully and methodically, even when under severe time pressures
- Work under minimal supervision, and cooperatively in a team environment
- Exercise appropriate judgement to establish work priorities and methods
- Maintain composure and professionalism despite exposure to disturbing images, crime scenes, and information

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Supervisory Responsibility

This position has no direct supervisory responsibility, but may serve as a lead or coach in one or more specialized areas of evidence collection

Work Environment

Work is performed in an environmentally controlled office or laboratory setting, but is regularly performed off-site, in a variety of settings. This role is regularly exposed to crime scenes, images, and information that are stressful and disturbing. Work is occasionally performed for sustained periods outdoors including in hot, cold, or inclement weather. This position is regularly exposed to fumes, noxious odors, airborne particles, and toxic or caustic chemicals; and is occasionally exposed to bodily fluids and contagious or infectious diseases. This role regularly uses protective devices such as personal body armor, masks, goggles, and gloves. This position is exposed to possible bodily injury from working on or transporting equipment, tools or machinery, and to potentially hostile, unknown or dangerous situations.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This position is frequently required to stand, talk, and hear; and is occasionally required to bend, crawl, ascend and descend ladders, scaffolding, poles, and the like. While performing the work, the employee regularly lifts up to 25 pounds and occasionally lifts or moves objects weighing up to 50 pounds. Specific vision abilities required by this job include close and color vision and ability to adjust focus.

Position Type/ Expected Hours of Work

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening, weekend, and holiday work may be required as job duties demand.

Travel

This position requires some traveling and transporting of equipment to off-site locations by vehicle.

Minimum Requirements

1. Bachelor's degree in Criminal Justice, Chemistry, Biology, Physics, Forensic Science, or Computer Science
2. In lieu of a bachelor's degree, a combination of related education and related experience totaling six years may be considered

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Preferred Qualifications

1. Bachelor’s degree or higher in Criminal Justice, Chemistry, Biology, Physics, Forensic Science, or Computer Science
2. Four years of work experience performing criminal investigations, crime lab duties and/or forensic digital analysis
3. International Association for Identification Latent Print Certification
4. International Association for Identification Crime Scene Investigator Basic Certification
5. Accessdata Bootcamp Certification

Additional Eligibility Qualifications

1. Applicant must possess a current driver’s license and obtain a valid State of Utah driver’s license within 60 days of employment.
2. Offer is contingent upon the successful completion of a safety-sensitive background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

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Employee _____ Date _____

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