



# Forensic Technician

## Job Description

Department: Sheriff  
Position: Career Service  
Grade: 722  
Supervisory: No  
Reports to: Evidence and Crime Lab Supervisor

### Summary

Under guidance and supervision of the Evidence and Crime Lab Supervisor, supports the forensic evidence collection and processing function of the Utah County Sheriff's Office. 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. Ensure appropriate protocols are followed to prevent crime scene 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); perform manual side-by-side comparisons of ineligibile prints.
4. Collect, preserve, examine, analyze, and process digital evidence using specialized investigative tools without altering original evidence.
5. Access digital evidence in deleted, hidden, encrypted, corrupted, and protected electronic files to expose and recover digital evidence.
6. Photograph crime scenes, traffic accidents, and other law enforcement related incidents.
7. Produce photographic reproductions of crime scenes, evidence, victims, and suspects.
8. Document traffic and crime scenes; use technical measurement equipment, as needed.
9. Prepare specimens for laboratory analysis; prepare media, solutions, reagents, and other technical laboratory processes and procedures; conduct tests and examinations; 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.

### For Office Use Only

Job Code: 3494  
Job Title: Forensic Technician  
FLSA: Non-Exempt  
Effective Date: 5/17/2022  
Public Safety: No

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

12. Provide technical assistance to the prosecution; assist in developing case arguments and preparing evidence for court presentation.
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. Partner with state, county, and city law enforcement agencies for high-profile or complex cases, as requested.

### **Knowledge, Skills, and Abilities**

- Knowledge of Automated Fingerprint Identification System (AFIS)
- Knowledge of fingerprint identification procedures and classification systems
- Knowledge of principles and practices of lifting and preserving latent fingerprints
- Knowledge of forensic science as it applies to the collection and preservation of physical, biological, and digital evidence
- Knowledge of procedures, practices, and laws regarding the collection, preservation, and integrity of evidence
- Knowledge of photographic lighting, distortion, and proper lens and camera selection
- Skilled in reading, writing, and verbal communication
- Skilled in using computers, including graphics/digital imaging and software applications, as they relate to forensic applications and processes
- Skilled in using photographic and video equipment and techniques
- Skilled in using fingerprint lifting technology, including 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
- Ability to effectively testify as an expert witness in court
- Ability to continually learn new technologies and methodologies
- Ability to work carefully and methodically, even when under severe time constraints
- Ability to work under minimal supervision
- Ability to work cooperatively in a team environment
- Ability to exercise appropriate judgment to establish work priorities and methods
- Ability to maintain composure and professionalism despite exposure to disturbing images, crime scenes, and information

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

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**Work Environment**

Work is performed in an environmentally controlled office or laboratory but is regularly performed off-site in a variety of settings. This role is regularly exposed to information, crime scenes, and images that are stressful and disturbing. Work is occasionally performed for sustained periods outdoors including in hot, cold, or inclement weather. The employee 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 employee regularly uses personal protective equipment (PPE) such as body armor, masks, eye shields, and gloves. This employee is exposed to possible bodily injury from working on or transporting equipment, tools or machinery, and to potentially hostile, unknown or dangerous situations. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

**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 a high degree of manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear and is occasionally required to bend, crawl, and ascend and descend ladders, scaffolding, poles, etc. While performing the work, the employee regularly lifts up to twenty-five (25) pounds and occasionally lifts or moves objects weighing up to fifty (50) pounds. Specific vision abilities required by this job include close and color vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee regularly drives a motor vehicle.

**Position Type / Expected Hours of Work**

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

**Travel**

Travel is primarily local during the business day and may include the transportation of equipment. Some out-of-area and overnight travel may be expected, up to five (5) percent.

**Required Education and Experience**

1. Bachelor's degree in Criminal Justice, Chemistry, Biology, Physics, Forensic Science, Computer Science, or a related field.
  2. Two (2) years of related work experience.
- OR*
1. Six (6) years of a combination of related education and experience.

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**Preferred Education and Experience**

1. Bachelor's degree or higher in Criminal Justice, Chemistry, Biology, Physics, Forensic Science, Computer Science, or related field.
2. Preference may be given to individuals with additional experience performing criminal investigations, crime lab duties, and/or forensic digital analysis.
3. Preference may be given to applicants with the following experience and/or certifications:
  - a. Certified Crime Scene Investigator through the International Association for Identification
  - b. Latent Print Certification through the International Association for Identification
  - c. Completion of AccessData BootCamp Training
  - d. Certification from another governing body in the field of Forensic Science

**Additional Eligibility Qualifications**

1. Applicant must complete and thereafter maintain the Certified Crime Scene Investigator certification through the International Association for Identification during the probationary period for new hires or the trial period for promoted county employees.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and 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.

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**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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