**Crime Lab Technician**  09280

**Grade: 8**

**FLSA: Non-Exempt**

**Date: 8/21**

**Job Summary:** Perform critical work related to criminal investigations and other areas of law enforcement to include identifying, documenting, processing, collecting, packaging, and preserving physical evidence found at crime scenes and in the laboratory. Prepare and submit detailed reports and diagrams for actions taken and communicate with allied agencies for the submission of evidence while maintaining chain-of custody and ensuring the accuracy of information from the start of the investigation through court presentation. Technicians receive supervision from, and report directly to, the Crime Lab Supervisor. Work is evaluated through observations, conferences and reports.

**Essential Functions:**

1. Respond to crime scenes or assignments promptly;
2. Identify, document, process, collect, package, and preserve physical evidence found at crime scenes using proper techniques;
3. Conduct crime scene searches under a variety of conditions to recover critical forensic evidence;
4. Process laboratory examination requests submitted by deputies and allied agencies;
5. Process evidence for latent fingerprints and DNA using various chemicals, powders, light sources, photographic and laboratory equipment;
6. Obtain and process various digital requests including, but not limited to, video surveillance and cellular data;
7. Operate, process, and maintain FARO laser scanner equipment and software;
8. Prepare photographic line-ups;
9. Prepare detailed written reports and diagrams from work assignments in a timely and efficient manner;
10. Gather information, take notes, and maintain accurate documentation for all case assignments including, but not limited to, chain-of-custody;
11. Prepare evidence and transmittals for allied agency submission;
12. Operate and maintain crime lab equipment and software;
13. Maintain complete and accurate information in various databases;
14. Attend autopsies to recover evidence;
15. Testify in court and at other proceedings in a clear, well-organized, and logical manner to accurately provide information describing events, objects, and evidence associated with a case;
16. Operate and ensure required maintenance is conducted on issued agency vehicle;
17. May require:
    * Shift work;
    * Successfully passing proficiency tests;
18. Will require:
    * Call back;
    * On-call;
19. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government and Office of the Sheriff policies and procedures;
2. Ability to gain thorough knowledge of Crime Lab standard operating procedures;
3. Ability to effectively communicate with agency and government personnel and the general public, either in person or by telephone, by written report or memorandum, through radio communications or computer.
4. Ability to recognize physical evidence and know its potential value.
5. Knowledge of techniques for recovering and preserving physical evidence to include understanding proper collection, processing, and preservation procedures for various types of physical evidence.
6. Ability to properly and accurately document investigations, including the recovery of physical evidence.
7. Ability to operate an agency motor vehicle, both day and night, in all weather/road conditions, in a manner to expeditiously, yet safely, arrive at a scene.
8. Ability to learn names and locations of roads, buildings, and other landmarks in St. Mary’s County.
9. Ability to plan, organize, and execute complicated and continuing assignments accurately, with minimum instruction or review.
10. Ability to utilize the senses of sight, hearing, smell, and touch.
11. Ability to learn and operate various types of crime scene technician equipment.
12. Ability to understand and follow complex oral and written instructions, to speak effectively and articulately, to demonstrate good listening skills, and to convey concern, understanding, and empathy.
13. Ability to utilize a high level of discretion, good judgment, and confidentiality.
14. Ability to maintain a high level of accuracy in assigned tasks.
15. Ability to organize and determine priorities of diverse assignments.
16. Ability to plan, organize, and effectively present ideas and concepts to groups.
17. Ability to assimilate information from a variety of resources. Analyze, evaluate, and select, often with limited information, the best course of action.
18. Ability to develop and write documents, manuals and other literature.
19. Ability to comprehend and adhere to, at all times, agency policies and procedures.
20. Ability to work independently and as a team on tasks and maintain complete and accurate records.
21. Effective business English, grammar, legal terminology, and math skills.
22. Ability to make decisions in accordance with established laws, and Federal Guidelines, and to apply departmental policies and procedures to daily work problems.
23. Ability to work in an office setting with frequent interruptions.

**Education and Experience:**

1. Bachelor’s Degree, preferably in a Physical Science, Forensics, or Criminal Justice;
2. Or three or more years of experience in evidence collection or criminal investigations;
3. Or any combination of equivalent technical training, education, and/or related experience.

**Additional Requirements:**

1. Possess a valid Maryland Driver’s License;
2. Ability to pass a comprehensive background investigation;
3. Ability to pass random drug screening;
4. Ability to pass polygraph examination.

**Physical and Environmental Conditions:**

1. Exposure to deceased bodies, open wounds, and other disagreeable aspects.
2. Exposure to hoarder-like and unsanitary conditions.
3. May be exposed to hazardous materials, illicit drugs, biohazards, and other contaminants.
4. Requires occasionally utilizing a step stool or ladder, to reach above or below arm level.
5. Requires occasional strenuous effort. For example, handling of moderately heavy boxes, tools, and equipment 30 to 60 pounds.
6. Requires long periods of standing, frequent walking, repeated bending, crouching, stooping, stretching or reaching.
7. May sit for prolonged periods of time, answering the telephone, and operating computer equipment.
8. Exposure to all types of environmental conditions. Exposure ranging from a courtroom setting to being at a crime scene for prolonged periods of time. Temperatures range from below freezing to above 100 degrees.
9. Function in a structured organization with strict rules of conduct.
10. May be required to work varying hours on a rotating schedule including days, evenings, midnights, weekends, and holidays.
11. Requires occasional use of protective gear including, but not limited to, full Tyvek suits, boots, gloves, and masks.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

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Employee Signature Date