



HARRISON COUNTY SHERIFF'S DEPARTMENT

JOB OPPORTUNITY ANNOUNCEMENT

POSITION: Evidence Custodian / Crime Scene Technician

DIVISION: Criminal Investigations

CLOSING DATE: July 24, 2017

INSTRUCTIONS FOR APPLICANTS: You must submit an application to the Harrison County Sheriff's Human Resources Department in the Harrison County Adult Detention facility no later than 4:00 pm on the date listed above.

THE HARRISON COUNTY SHERIFF'S DEPARTMENT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND OFFERS EMPLOYMENT OPPORTUNITIES TO ALL PERSONS WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, NATIONAL ORIGIN OR MARITAL STATUS. WE ARE COMMITTED TO A DRUG FREE WORK PLACE.

THE HARRISON COUNTY SHERIFF'S DEPARTMENT DOES NOT DISCRIMINATE AGAINST QUALIFIED INDIVIDUALS WITH A DISABILITY IN REGARD TO THE APPLICATION PROCESS, IN HIRING, ADVANCEMENT, OR OTHER TERMS, CONDITIONS, AND PRIVILEGES OF EMPLOYMENT.

HARRISON COUNTY SHERIFF'S DEPARTMENT Job Description

Position Title: Evidence Custodian/ Crime Scene Technician	Closing Date: Open until Filled.
Base Salary: \$34,400.00 Annually	Supervised By: Division Captain

CHARACTERISTICS OF THE POSITION:

Under the direction of a Criminal Investigations Captain or designee, this class performs office and fieldwork related to the crime scene investigation, collecting, examining, preserving, documenting, preparing, and review of physical evidence and providing courtroom testimony as required.

SPECIFIC DUTIES:

Preserves the integrity of crime scenes, collects and preserves items of evidence, performs the initial evaluation of such evidence, and takes notes of crime scene observation.

Collects evidence for storage and forensic laboratory examination, including proper evaluation, labeling, sealing, packaging, and storing in accordance with applicable policies and procedures.

Creates sketches, measurements, and photographic and videotape documentation of crimes scenes and evidence and properly secures and transports evidence as needed.

Examines and processes evidence utilizing established guidelines for the presence of trace evidence, latent prints, footwear, blood stains, etc. and documents said processes to ensure legality of actions for future depositions, freedom of information requests, and court testimony.

Provides investigative assistance to law enforcement officers, agencies, and victims following established procedures and guidelines; participates in public education events.

Prepares reports, records, logs, and related documents following established guidelines.

Maintains work environment, equipment, and vehicles utilized in the day-to-day activities of unit operations.

Attends autopsies to document and collect pertinent information.

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Performs other duties of a similar nature or level.

ESSENTIAL FUNCTIONS:

Knowledge of methods used in preserving and collecting physical evidence and the use of such evidence in establishing guilt or innocence.

Knowledge of and competency in fingerprinting and modern latent print processing techniques and procedures.

Knowledge of and competency in police photography (black/white and color), and the processing thereof.

Knowledge of and competency in modern criminal investigation methods and criminal identification techniques.

Knowledge of regulations and procedures of the Sheriff's Office.

Ability to successfully complete the Crime Scene Field Training and Evaluation program.

Ability to understand and carry out oral and written instructions.

Ability to express oneself clearly, concisely and effectively both orally and in writing.

Ability to maintain a professional bearing and attitude at all times while on duty with supervisors, subordinates, peers and public.

Ability to give qualifying testimony in the field of fingerprinting, photography, latent fingerprint development and collection and preservation of evidence.

Ability to operate motor vehicles in a safe and efficient manner, day or night, in compliance with all state laws and regulations regarding operation and licensure.

Ability to climb a step ladder.

Ability to lift and carry 50lbs.

Ability to perform shift work in a safe, efficient and productive manner.

Skill in performing simple clerical procedures and practices.

Inter-personnel skills.

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Time management, organizational, and problem solving skills.

Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.

This list of functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.

An applicant for the position of Crime Scene Technician/Evidence Custodian within the Harrison County Sheriff's Department that cannot perform these essential tasks will not be accepted. A current employee in the position of Crime Scene Technician/Evidence Custodian who is no longer able to comply with the requirements of The Harrison County Sheriff's Department will be referred to administration for appropriate action to be taken.

CHAIN OF COMMAND:

This position reports and is accountable to the Criminal Investigations Captain. Annual and supplemental job performance evaluations will be completed in writing and discussed with the officer performing these duties. During the review, the officer will sign the evaluation acknowledging receipt only, and receive a copy of the evaluation. The officer may disagree with the evaluation, and provide written comments as well.

EDUCATION AND EXPERIENCE:

1. Have a high school diploma or equivalent (GED) with a minimum of two years full-time successful experience in Forensics or a Bachelor's Degree in Forensics;
2. In lieu of these qualifications, a combination of other training and experience may be considered.

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