



# Charles County Sheriff's Office



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

## FORENSIC SCIENCE TECHNICIAN I

**Division:** Criminal Investigations  
**Section:** Forensic Science  
**Pay Grade:** 112  
**FLSA Status:** Non-Exempt  
**Classification:** Full-Time  
**Updated on:** August 2021

### JOB SUMMARY

This **critical** position involves work relative to a variety of scientific and technical duties to include documenting investigations, recovering and processing physical evidence, documenting crime scenes through notes, photography and 3D scans; performing functionality testing of firearms and completing NIBIN acquisitions, attending autopsies, transporting forensic evidence to various laboratories, and providing testimony in court proceedings. The employee receives supervision from, and reports directly to, the Deputy Director, Forensic Science Section. Work is evaluated through observations, conferences, and reports.

### ESSENTIAL JOB FUNCTIONS

- Receives, documents, and processes evidence collected by other members of this Agency using chemicals, powder, photographic equipment, and digital still and video investigative tools.
- Recovers and preserves evidence from crime scenes, suspects and victims using proper techniques as outlined in various written directives of this Agency, as well as multiple federal regulatory agencies.
- Documents investigations with photographs, recovery of physical evidence, FARO scans and sketches of crime scenes.
- Prepares written reports for all casework assignments in a timely and efficient manner and maintain accurate documentation for all cases worked.
- Conducts major crime scene searches under a variety of conditions to recover critical

forensic evidence.

- Processes evidence for latent fingerprints using various chemical, photographic, and digital methods.
- Operates and maintains digital photo and video laboratory and equipment.
- Develops crime scene photographs using a digital process.
- Attends autopsies to document, photograph, and recover evidence from victims/ suspects of crimes. This includes fingerprinting the decedent(s), collecting and transporting evidence received from the Office of the Chief Medical Examiner.
- Screens cases with the State laboratory for potential submission for Firearms / DNA analysis
- Gathers information, notes, reports, and other documents and provides them to the State's Attorney as needed for the prosecution of cases – as well as testifies in court and at other proceedings in a clear, well-organized, and logical manner to accurately provide information describing events, objects, processing methods, and evidence associated with a case.
- Assists in securing and managing crime scenes by limiting access until evidence can be properly collected, preserved, and documented.
- Performs complete, preventive, and required maintenance on assigned Agency vehicle.
- Participates in community outreach programs such as the Citizen's Police Academy, the high school Criminal Justice Explorer's Program along with mentoring college interns.
- Actively participates in training and pursues memberships in professional organizations.
- Maintains proficiency with the Test Shot Program including the ability to test fire a variety of weapons for functionality. Also maintains proficiency and certification on the National Integrated Ballistics Information Network (NIBIN) to enter all test-fired cartridge case or crime scene cartridge cases into NIBIN.
- Advises and instructs law enforcement officers and allied agencies on various methods used to process evidence at crime scenes, and its probative value.
- Analyzes and evaluates the evidence recovered at crime scenes using the most modern, relevant and proper scientific techniques.
- Assist the tri-county Southern Maryland Criminal Justice Academy by training police recruits. Therefore, must maintain a Maryland Police & Correctional Training Commission (MPCTC) trainer certification.
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Must possess a Bachelor's of Science degree in Criminal Justice, Forensics or a Natural Science, or have sufficient experience as a criminal investigator from previous sworn law enforcement work, or, any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.

### **Licenses or Certifications:**

Must possess a valid driver's license.

### **Special Requirements / Qualifications:**

- Must pass a comprehensive background investigation.
- Must pass random drug screening.
- Must perform work in accordance with sound safety practices.
- Must report for duty in a regular and punctual manner.

- Must work overtime and work varying hours on a rotating schedule including days, evenings, midnights, weekends, and holidays, as required. This includes frequent after hours call-outs.

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

- Knowledge of the principles and methods, rules and regulations found in the Standard Operating Procedures (SOP), and other manuals pertinent to the assigned job classification.
- Knowledge of techniques for recovering and preserving physical evidence to include understanding the proper collection, processing and preservation procedures for "touch" DNA evidence and wet DNA evidence.
- Knowledge of the rules of evidence.
- Knowledge in the use of office equipment such as a calculator, computer, fax, and copy machines.
- Skill in the use of a camera, printing enlargements, and digital and video photography.
- Skill in making effective presentations before large or small groups and the ability to testify in a court of law.
- Ability to recognize physical evidence, know its probative value and competently articulate case information.
- Ability to document investigations, including the recovery of physical evidence.
- Ability to operate an assigned Agency motor vehicle, both day and night, in all weather situations and road conditions in a manner to expeditiously, yet safely, arrive at a scene.
- Ability to learn names and locations of roads, buildings, and other landmarks in Charles County.
- Ability to use crime scene technician equipment.
- Ability to understand oral and written instructions, to speak effectively and articulately, to demonstrate good listening skills, and to convey concern, understanding, and empathy.
- Ability to read and comprehend a variety of legal and non-legal documents, maps, and reference material to properly comply with organizational, rules and procedures.
- Ability to read, write, comprehend, and speak English in a clear, effective manner, using proper pronunciation, diction, and grammar.
- Ability to meet and deal effectively with Agency and government personnel and the general public.
- Ability to arrive at effective decisions for routine situations.
- Ability to utilize a high level of discretion, good judgement, and confidentiality.
- Ability to maintain a high level of accuracy in assigned tasks.
- Ability to organize and determine priorities of diverse assignments.
- Ability to plan, organize, and effectively present ideas and concepts to groups.
- Ability to assimilate information from a variety of resources.
- Ability to analyze, evaluate, and select, often with limited information, the best course of action.
- Ability to write, compose, and develop documents, manuals, and other literature.
- Ability to read and comprehend various documents.
- Ability to maintain composure and work effectively in situations of on the job pressure.
- Ability to comprehend, understand, and adhere to, at all times, Agency policies, procedures, rules, and regulations.
- Ability to respond immediately to calls for Forensic Science Technician service, both on foot and by motor vehicle.

- Ability to communicate effectively and coherently with other Agency personnel and the public, either in person or by telephone, by written report or memorandum, through radio communications or computer network.
- Ability to maintain proper care and maintenance of equipment and facilities designated for by Forensic Science Unit personnel.
- Ability to perform vehicle maintenance, such as changing tires and checking fluids.
- Ability to function in a structured organization with strict rules of conduct.
- Ability to maintain professional decorum at all times.
- Ability to maintain effective working relationships with coworkers and supervisors.
- Ability to comprehend and retain old and new information, received both orally and in writing.
- Ability to appropriately accept supervision, criticism, and evaluation.
- Ability to maintain sensitivity to people from varying ethnic, religious, sexual, and socioeconomic backgrounds.
- Ability to deal tactfully, effectively, and equitably with people, both within and outside the Agency.
- Ability to comply with Agency policies and procedures as outlined in the Administrative and Operational Manual.

### **PHYSICAL DEMANDS**

The work is laboratory based with frequent periods of responding immediately to calls for Forensic Science Technician service, both on foot and by motor vehicle. May sit for prolonged periods of time, answering the telephone, and operating computer equipment, inputting and retrieving information; climb a step stool / ladders or stoop down, be able to visually distinguish colors and have sufficient visual acuity to be able to see details at close range in order to perform the essential functions of the job.; manipulate keys and keyboard, file drawer latches, and file folders; work in temperatures ranging from below freezing to above 100 degrees; carry up to 50 pounds; work with hazardous items and chemicals, and utilize the senses of sight, hearing, smell, and touch.

### **WORK ENVIRONMENT**

Work is performed in a laboratory setting with frequent interruptions. Exposed to all types of environmental conditions; ranging from a courtroom setting to being at a crime scene for a prolonged period of time; temperatures range from below freezing to above 100 degrees; must adhere to Universal Barrier Precautions when exposed to blood and body fluids; unknown chemical and bio-hazard conditions during crime investigations. May often find themselves in dangerous, unpleasant and psychologically challenging working environments. Must perform work in accordance with sound safety practices, report for duty in a regular and punctual manner and respond to afterhours call-outs and work overtime when deemed necessary by the Agency.