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## Position Description

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### Forensic Services Technician

Working Title **Forensic Services Technician/Forensic Specialist I (Crime Scene)**

Department/Division **Police - Investigative Division**

Job Type **Full Time**

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Requisition ID:

**32395**

Work Location:

**Police - Leroy Drive facility**

Pay Range:

**G.19, \$39,769.60 - \$58,281.60**

Starting Salary:

**Depending upon Qualifications**

Work Schedule:

**Varying day shift hours, including weekends and holidays (see note below)**

Part Time Hours/Wk:

Application Deadline:

**9/30/20**

### Job Duties:

The Virginia Beach Police Department's Forensic Unit is the largest unit within the Detective Bureau, employing twenty civilian and ancillary employees in two distinct sections (crime scene investigation and fingerprint identification). The unit responds to approximately 5000 crime scenes annually, including vehicle accidents, fires, property crimes and violent crimes.

**Duties:** Forensic Services Technicians/Specialists (Crime Scene) perform work in the recognition, collection, documentation, preservation and processing of physical evidence associated with criminal activity under investigation; process crime scenes; develop latent finger and palm prints at crime scenes and on evidence recovered at crime scenes; identify and recover all forms of evidence, coordinating forensic laboratory submissions of evidence for further analysis; document crime scenes, using note-taking, sketching, measurements, photography and laser scanning; prepare reports and supplemental documents; and testify in court.

**Shift Requirements:** Forensic Services Technicians work shifts including nights, weekends and holidays. Shift bids are accepted every three months from employees and shift assignments are made based on the operational needs of the department, seniority within level, and consideration to the employee's bid request. In other words, employees are assigned to the same regular work schedule for three month intervals. Typically, a new employee can expect to spend the first few years of their employment on the evening or midnight shift with days off during the week (rather than the traditional Saturday/Sunday weekend).

The Forensic Unit is staffed by 12 crime scene technicians and coverage must be consistently maintained. For this reason, at times technicians will be required to work on other shifts to fulfill operational needs. When possible, advance notice is provided, but there are periodic situations (about once a month) when a shift change may be required on the day of the request. Obviously, there are a number of variables that impact operational needs such as employee turnover, annual leave requests, unexpected illness, crime trends, etc. The information provided here is based on past experience in an effort to describe the most likely scenario for a new employee.

**Career Progression Opportunities:** Forensic Services Technician is the entry level position. Applicants selected for the Forensic Services Technician position will be eligible for career progression to the Forensic Specialist I position classification (10% pay increase) upon demonstrating competency and proficiency in processing crime scenes independently (typically in about two years). There is an additional career progression opportunity to Forensic Specialist II for those employees who continue their study and training in a specific discipline (bloodstain pattern analysis, video/audio examination, shooting incident documentation/reconstruction, etc.) and are prepared to be recognized by the court as an expert witness in that discipline, and obtain certification as a crime scene investigator or comparable certification in a specialty discipline.

### Disqualifiers:

The following is a listing of "disqualifiers" or concerns that could result in you not being selected for employment. Please give consideration to these factors before applying. This is not an exhaustive listing.

**Criminal History:** Conviction of any felony or any crime involving moral turpitude (crimes contrary to justice, honesty, or good morals). Conviction of any Class 1 or Class 2 misdemeanor, excluding traffic violations which are discussed separately, or the Virginia State Law equivalent within the last 5 years.

**Traffic Violations:** Any conviction of driving under the influence of drugs or alcohol, refusal to take blood or breath test, eluding police, racing, or leaving the scene of an accident within the last 5 years.

**Drugs:** Any involvement in the sale of illegal drugs as an adult. Any illegal use or possession of any illegal drug, including but not limited to heroin, cocaine, hallucinogens or any derivative thereof (except marijuana) within the last five years. Illegal possession of anabolic steroids within the last 36 months. Illegal possession of marijuana or a derivative thereof within the last 12 months.

#### **Official City Job Description:**

[https://www.vbgov.com/government/departments/human-resources/Employment-VBGOV/Job%20Descriptions/Forensic\\_Services\\_Technician\\_00775.pdf](https://www.vbgov.com/government/departments/human-resources/Employment-VBGOV/Job%20Descriptions/Forensic_Services_Technician_00775.pdf)

#### **Working Conditions:**

#### **Minimum Requirements:**

##### MINIMUM REQUIREMENTS:

Forensic Specialist I (G.21; Starting Salary Commensurate with Qualifications, \$43,888.00 - \$52,665.60):

Any combination of education (above the high school level) and/or experience equivalent to five years as an evidence technician, forensic specialist, crime scene investigator or related position.

Forensic Services Technician (G.19; Starting Salary Commensurate with Qualifications, \$39,769.60 - \$41,758.08):

Any combination of education (above the high school level) and/or experience equivalent to three years as an evidence technician, forensic specialist, crime scene investigator or related position.

##### SPECIAL REQUIREMENTS:

Must have, or obtain, a current and valid Virginia or North Carolina driver's license in accordance with Virginia or North Carolina DMV driver's license eligibility requirements.

Successful completion of a police background investigation, including polygraph exam.

Medical approval from the candidate's primary care physician is required prior to employment.

Must be able to work shiftwork (days/evenings/midnights) including weekends and holidays and be available to work overtime when required to meet operational needs.

This position requires incumbents to wear and maintain appropriate personal protective equipment such as, but not limited to, safety glasses, gloves, or other designated safety attire and equipment in designated areas of risk.

#### **Additional Requirements:**

DMV Transcript: Required

CDL: Not Required

DOT History: Not Required

CPS Check: Not Required

Physical: Not Required

Respirator: Not Required

Polygraph Review: Required

Psychological Screening: Not Required

#### **Attachments Required:**

#### **Preferences:**

Preference will be given to candidates who have completed a bachelor's or master's degree in forensic science, who have experience as a crime scene technician or who have completed a volunteer internship (100 hours or more) with a law enforcement agency in a forensic capacity. International Association of Identification (IAI) or comparable certification as a crime scene investigator and experience developing latent finger and palm prints and experience testifying in court are desirable. Strong communication skills; detail orientation and organizational/time management skills are essential. Photography and computer literacy skills are highly desirable.

Note: Applicants must include details regarding any volunteer internship on their application in order to get credit for this experience. Transcripts are required prior to employment to certify educational accomplishments.

#### **Special Instructions:**

Please submit your application before midnight on September 30, 2020. Applicants who apply to this posting will be considered for the current opening and any future vacancies through March 31, 2020.

To receive credit for completing an internship, applicants must provide this information on the application, specifying the duration and hours completed plus a description of specific responsibilities performed.

Candidates will be given consideration for the position level which best matches their experience and qualifications, as described in the minimum requirements. Forensic Specialist I is the journey level position and will only be used if the successful candidate possesses at least two years' experience as an evidence technician, crime scene investigator or related title with another law enforcement agency.

If we are unable to hire an experienced candidate, we will fill the position as a Forensic Services Technician which is the trainee or apprentice level. Minimum requirements for both levels are listed below.

- Please complete the application in its entirety. The application is the primary required document used to screen qualifications and years of experience. A resume does not replace a completed application. Fields on the application left blank, including but not limited to job duties, dates of employment, and hours worked, may cause your application to be incomplete.
- You will not be able to access the details of this job ad once the closing date has passed. If you would like to retain this information, please take a screen shot or print using your browser's printing capability.
- Your responses to any "Supplemental Questions", if attached to this requisition, must be supported by the information you give us in the work experience section of this application. Be sure you are thorough in describing your skills and duties as you complete the work experience section. If the information cannot be verified you will not receive credit.
- Please provide a copy of any certifications or related professional licenses.

**VRS Contribution:** All full-time employees are required to contribute 5% of annual salary toward their retirement account; in accordance with VRS retirement provisions. This will be handled through a pre-tax payroll deduction.

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