

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: CRIME TECHNICIAN II – JDC120

Exempt: No

Job Type: 4122E

Pay Grade: E410

Department: Office of the Sheriff

Approved/Reviewed By: Sheriff Darren Weekly

Date: 01-10-23

General Duties: Performs a variety of crime laboratory forensic analysis duties, crime scene processing, photography, and photographic processing to be utilized as evidence in criminal proceedings by the Office and other related agencies. Must prepare technical reports and have ability to testify in criminal proceedings.

Supervision Exercised: No supervision exercised. May give guidance to evidence technicians.

Supervision Received: Works under general supervision of the crime lab manager. Work is assigned on a case-by-case basis and reviewed for accuracy and completeness.

Examples of Duties and Responsibilities:

- Assist the evidence technician with the receiving, maintenance, and control of the Office evidence function.
- Processing of crime scenes to identify, document, collect and preserve items of evidence.
- Documentation of crime scenes, to include photography and crime scene sketches, from rough draft to courtroom presentation.
- Preparation of written and oral reports.
- Assist at post-mortem examinations in the collection of evidence and fingerprints.
- Performs classification, comparison, and identification of fingerprints from latent and 10 print fingerprints.
- Maintain A.F.I.S. authorization.
- Processing of evidence for latent prints, utilizing current techniques, to include chemicals, fuming, powders, and DNA.
- Maintenance of 10 print files.
- Performs presumptive drug testing.
- Collection and preservation of shoe/tire impressions, tool marks, etc., utilizing casting techniques.
- Court testimony.
- Maintenance and stocking of crime lab supplies.
- Maintenance and stocking of crime lab vehicles.
- Video and audio dubbing as requested.
- Handling of evidence from receipt to final disposition; maintaining chain of custody.
- Relay evidence to outside agencies for processing when necessary.
- Teaching/training in specific specialty areas.

Note: The successful applicant must be able to perform ALL the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements.

Minimum Requirements:

- Must be eligible to work in the United States.
- High school graduate or G.E.D. and 2+ years of experience in related field. Experience in a crime tech field with a working knowledge of crime scene processing and associated responsibilities is required. A Bachelor's degree or equivalent years of college.
- Possess a valid Colorado driver's license at time of employment, or ability to obtain a Colorado driver's license.
- Ability to pass various qualifying examinations and background investigation.
- Have no convictions for felonies or crimes of moral turpitude.

Essential Job Functions:

Computer Skills: Ability to utilize and understand a variety of computer systems. Must have basic user-level competency with Windows PC operating systems.

Office Policies and Procedures: Demonstrates a working knowledge of and compliance with all Office policies, procedures, and directives.

Legal Knowledge: Demonstrates a working knowledge of criminal and procedural law with an emphasis on the rules of evidence. Ability to testify in court. Ability to read and interpret court documents.

Investigative Knowledge: Ability to recognize, identify, document, and collect physical evidence pertinent to an identified scene and/or criminal investigation.

Mental Abilities: Ability to reason and apply logic in a multi-tasking environment. Comprehends and processes new information quickly and accurately. Retains relevant information.

Physical Skills: Must possess sufficient strength to lift, move, and push large items up to 50 pounds. Must be able to walk, stoop, kneel, reach, and move about any given area for lengthy periods of time. Must possess visual and fine/gross motor skills for the use of laboratory equipment, processing requirements, and collection techniques.

Safety: Applies appropriate safety precautions in hazardous and potentially dangerous situations. Experience some exposure to inclement weather at scenes. Potential exposure to hazardous materials, chemicals, narcotics, and blood borne pathogens; safeguards provided.

Shift Preparation: Possess and maintain ability to work and function effectively in a twenty-four hour on-call environment, to include rotating shifts.

Social Skills: Establish and maintain effective relationships with peers, supervisors, and the public. Ability to interact with diverse groups and cultures in a complex society.

Vehicle Operation: Performs vehicle inspections. Operates vehicles during routing operations under varying road, weather, and lighting conditions. Performs minor maintenance when required.

Verbal Skills: Speaks English clearly. Ability to communicate professionally with law enforcement officers, attorneys, and peers.

Written Communication and Data Entry: Prepares reports, memos, forms, data entry, etc. This includes the documentation of own observations and actions. Writes legibly using acceptable English, grammar, punctuation, and spelling. Assures accuracy of information.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

Note: The successful applicant must be able to perform ALL the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements.

Consequence of Error:

Work involves a multitude of responsibilities, which include, but are not limited to processing crime scenes and evidence, storage and custody of evidence, court presentations and testimony, computer entry and data storage. The consequence of error may result in the dismissal of criminal cases, loss of personal and crime lab credibility, expose department to civil liability and sanctions placed upon the Sheriff's Office.

Other: In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event that an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.