HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Crime Scene Investigator Trainee

Job Code: W2756
Pay Grade: WM
Pay Scale: $27.92-$52.08 Hourly; $58,073.60-$108,326.40 Annually
Exempt: No

OVERVIEW

Learn to conduct major crime scene investigations to locate, identify, preserve, photograph, and prepare evidence for submission to crime laboratories for analysis. Function in a trainee capacity to gain proficiency in the duties and responsibilities and become eligible for promotion to Crime Scene Investigator upon successful completion of the trainee program.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Conduct crime scene investigations to locate, identify, preserve, photograph, and prepare collected evidence to establish and maintain chain of custody and for the submission to crime laboratories for analysis.
- Photograph and videotape major crime scenes using digital cameras and video cameras with digital imagery.
- Prepare cast impressions of footwear, tool, and tire impressions for later analysis and comparison.
- Locate, develop, preserve, and collect latent prints at crime scenes using fuming techniques, powders, chemicals, photographic techniques, and alternate light sources.
- Prepare crime scene sketches by hand or by utilizing computer aided drafting (CAD) to record all evidence location and reference points.
- Attend autopsies to photograph, collect, document, and package evidence obtained from decedents such as hair, fibers, clothing, finger, foot or palm prints, fingernails, and body fluids.
- Testify in depositions and court proceedings on the methods and procedures utilized at crime scene investigations and evidence obtained during investigative process.
- Prepare crime scene investigation reports to document findings and involvement.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Considerable knowledge of crime scene investigations principles, practices, methods, and procedures.
- Working knowledge of federal, state, and county criminal laws and ordinances pertaining to the collection and use of physical evidence.
- Working knowledge of the fingerprint identification and preservation principles, practices, methods, and procedures.
- Working knowledge of the functions, services, procedures, and regulations of the assigned division.
- Working knowledge of photography practices and techniques.
- Working knowledge of court proceedings and testimony.
- Ability and willingness to conduct crime scene processing and investigations, including

performing tasks involving cadavers in various states of decomposition.
- Ability to prioritize work.
- Ability to follow established procedures.
- Ability to work effectively with others.
- Ability to communicate effectively, both orally and in writing.
- Ability to collect, organize, and evaluate data and develop logical conclusions.
- Ability and willingness to work with minute details over extended time periods.
- Ability to use a computer and related software.
- Ability to handle confidential information.
- Ability to prepare records and maintain reports.
- Ability to read a road map.
- Ability to work under stressful conditions.
- Ability to climb, bend, stoop, kneel, or crouch at ground level.
- Ability to carry up to 60 pounds.
- Ability and willingness to work outside in a subtropical climate under adverse weather conditions.
- Ability to traverse uneven terrain, wooden, and marshy areas.
- Ability to work nights, weekends, and holidays.
- Ability to safely operate a motor vehicle.

SKILLS

- Analytical Thinking
- Crime Reconstruction
- Detail-Oriented
- Evidence Collection
- Evidence Processing
- Forensic Photography
- Court Testimony
- Crime Scene Investigations
- Documentations
- Evidence Examination
- Forensic Investigations
- Problem Solving

WORKING CONDITIONS

- Work in both office and laboratory environments within a law enforcement agency, as well as at various indoor and outdoor off-site locations.
- Elevated risk of exposure to bloodborne or airborne pathogens, bodily fluids, chemical or biological toxins, and contagious diseases.
- Stand or sit at a workstation for prolonged periods and walk long distances.
- May engage in heavy physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 50 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Three years of crime scene investigation experience.

OR

- An associate's degree from an accredited institution of higher education with a major in

biology, chemistry, criminal justice, crime scene technology, forensic science, or related field.
- Two years of crime scene investigation experience.

OR

- An associate’s degree or higher from an accredited institution of higher education with a major in biology, chemistry, criminal justice, crime scene technology, forensic science, or related field.
- Successful completion of a crime scene technology, crime scene investigation, crime scene technician certificate program, or equivalent.

OR

- A bachelor's degree or higher from an accredited institution of higher education with a major in biology, chemistry, criminal justice, crime scene technology, forensic science or related field.

OR

- One year of experience as a Forensic Evidence Technician with the Hillsborough County Sheriff’s Office.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff’s Office retains the right to change or assign other duties to this job as necessary.