



Santa Rosa County Sheriff's Office

5755 East Milton Road
Milton, Florida 32583



Position Title:		CRIME SCENE TECHNICIAN I					Position Code:		1101		
Pay Range:		15 (\$22,921.60)		Supervisory Position:		No		Shift Work:		NO	
Taxing Authority:			Santa Rosa County Board of County Commissioners								

GENERAL DESCRIPTION: Entry level work of a technical nature with emphasis on training and preparation of employee activities involving processing of crime scenes and subsequent examination of evidence collected or submitted by other officers. Work is supervised by senior crime scene unit staff.

ESSENTIAL JOB FUNCTIONS: Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary function. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

Collects and processes fingerprints and other types of evidence;
Establishing and maintaining evidence chain of custody;
Photographs crime scenes and related evidence;
Creates sketches and diagrams for courtroom presentation;
Testifies In proceedings as to findings and examinations;
Prepares reports listing examination results for file submission;
Transports evidence to regional technical laboratories;
Assists Medical Examiner's office in death cases;
Works flexible hours;
Performs related duties as required.

ESSENTIAL PHYSICAL SKILLS: Walk, stand, stoop, bend, crawl, vision, hearing, speaking; manual dexterity.

ENVIRONMENTAL CONDITIONS: Inside and outside situations.

KNOWLEDGE OF: Principles, practices, materials and equipment used in gathering and processing evidence; laboratory techniques; use and care of technical equipment; state and local laws governing evidence.

ABILITY TO: Make accurate decisions with minimum to no supervision in performance of assigned tasks.

SKILLS: Use of technical equipment; operate a motor vehicle; operate photographic equipment.

MINIMUM QUALIFICATIONS: Graduation from high school or GED. One year experience in law enforcement or related field; six (6) months experience in collection and preservation of evidence; or an equivalent combination of training and experience (e.g. internship in forensic or crime scene investigation, etc.).



Santa Rosa County Sheriff's Office

5755 East Milton Road
Milton, Florida 32583



Position Title:		CRIME SCENE TECHNICIAN I					Position Code:		1101		
Pay Range:		15 (\$22,921.60)		Supervisory Position:		No		Shift Work:		NO	
Taxing Authority:			Santa Rosa County Board of County Commissioners								

ADDITIONAL: Must submit to and pass a thorough background investigation, computer voice stress analyzer examination, and physical/drug screen.

LICENSE: Applicant must have a valid State of Florida Driver's License at the date of hire and maintain said license while employed in this position.

amended: 11/07/2014

Employee Signature & Date