



**GROVELAND POLICE DEPARTMENT**  
Shawn Ramsey, Chief of Police  
6825 SR50, Groveland, FL 34736  
Phone: (352)-429-4166 Fax: (352)-429-5559



## **Job Description**

### **Police Department Crime Scene Investigator / Evidence Room Technician**

**POSITION TYPE:** Regular Full-Time, Non-Exempt

#### **GENERAL DESCRIPTION:**

Advanced and specialized clerical and administrative support work, reporting to the Admin. Sergeant. Includes intake, care, custody, control, handling, and release of evidence and property held by the Groveland Police Department. Includes advanced and specialized knowledge, skills, and abilities in the processing of crime scenes to identify, classify and collect physical evidence. Facilitates the development of public trust and confidence in the Police Department.

#### **ESSENTIAL DUTIES**

The following duties are illustrative for this position. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned:

- Keeps the mission, vision and values of the City of Groveland and the Groveland Police Department at the forefront of decision making and action; builds strategic and collaborative relationships and interacts with others in a way that builds confidence and trust; provides excellent customer service by taking action to accomplish objectives, maintains high levels of work and productivity by generating innovative solutions to work situations.
- Responds to crime scenes as required to locate, identify, document, record, recover and process as necessary all items of evidentiary value using the latest accepted scientific and technological methods and equipment documenting such activity in written reports.
- May fingerprint persons, using inkpads, specialized tools for deceased persons and electronic recording methods.
- May photograph and transfer residual fingerprints from objects, such as weapons or drinking glasses, to record cards, using standard technique.
- Photographs crime scenes, including fatal auto accidents.
- Makes appropriate computer entries as required in active case work and searches various databases in fingerprint comparisons for identifications.
- Works closely with patrol officers, detectives, the State Attorney's office, local and state crime laboratory personnel, Records personnel, and the Medical Examiner's office.
- Maintains a working knowledge of the latest crime scene techniques and available resources.
- Exercises good judgment, high standards of practice and ethical conduct.

*(These essential job functions **are not** a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required this includes **anything supervision and the Chief of Police requires.**)*



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**JOB STANDARDS** (*Minimum qualifications needed to perform essential job functions*)

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be provided to enable individuals with physical challenges to perform the essential functions.

**Knowledge of:**

- Knowledge of business English, spelling, and punctuation, to prepare reports, compose letters, etc.
- Knowledge of the Department's and City's policies, procedures, and practices.
- Knowledge of current scientific, technological and court accepted methods and means of evidence location, identification, documentation, recovery, and processing.

**Skills and Ability to:**

- Skill in the operation of a computer.
- Skill in the use of photographic equipment.
- Skill in filing and other organizational skills.
- Ability to write clear, concise reports and articles, and organize statistical information.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to access input and retrieve information from a computer.
- Ability to adapt to fast changing situations with minimal confusion and recovery.
- Ability to use video recording devices and secondary equipment.
- Ability to view, work and function in crime scene areas resulting from extreme physical violence.
- Ability to attend and document autopsies as required.
- Ability to compare and examine latent prints.
- Ability to focus on the positive in every situation.
- Ability to model respect for individuals, teams, and the organization.
- Ability to stay centered when challenged.
- Ability to establish and maintain the trust and confidence of the department and public.

**Education and/or Experience:**

- High School Diploma (*AA or AS degree in Criminal Forensics, Criminal Justice, Forensic Science, Biology, Chemistry, or another related field is preferred*).
- Valid Florida Driver's License and maintenance of a clean driving record.
- Prior experience as a Crime Scene Investigator or Crime scene Technician is preferred but not required.

**Certificates, Licenses, Registrations:**

- Valid Florida Driver's License and maintenance of a clean driving record.



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### **PHYSICAL DEMANDS**

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

While performing the duties of this Job, the employee is regularly required to sit for long periods; use hands to finger, handle, or feel and talk or hear. The employee is often required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl, lay supine and/or prone. The employee must occasionally lift and/or move up to 10 or more pounds. Specific vision abilities required by this job include vision that is 20/20 or is correctable to 20/20 or better.

*The City of Groveland and its Police Department provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, and transfer, leaves of absence, compensation, and training.*

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