



Pasco Sheriff's Office
POSITION DESCRIPTION

Position Number: 286

Retirement Class Code: HB (Special Risk)

Class Title: Forensic Investigator

Type of Position: Civilian

Pay Grade: H50

1. Workweek: Full-Time (40 hour weekly)

2. FLSA: Non Exempt from overtime

3. EEO Category: 04 (Police Protection)

4. Department: Forensic Services Section

5. Section/Org Code: 8810

6. Location: Land O Lakes

7. Job Summary: Under general supervision of the Forensic Investigator Shift Supervisor, or designee, performs technical work of average to advanced difficulty in criminal identification matters, photography, processing for latent prints, collection of evidence and preservation of evidence.

8. Working conditions: Position may occasionally travel to other locations within and outside County areas.

9. Position reports to: Forensic Investigator Shift Supervisor

10. Position directly supervises: Not applicable

11. Education and Experience: AA or AS degree or higher in crime scene technology, forensic science or other physical or natural science required. Equivalent number of hours from an accredited post-secondary institution may be accepted in lieu of degree. Two years of direct work experience may be accepted in lieu of degree. Knowledge of photography, fingerprint development, evidence handling and report writing is preferred. Computer skills are preferred. Knowledge of laws is desirable. Must maintain a valid Florida driver license at all times. Unescorted CJIS clearance as authorized by FDLE is required.

12. Illustrative duties and responsibilities: A member in this job classification spends at least 65% of their time performing duties that involve the collection, examination, preservation, documentation, preparation and analysis of human tissue and/or body fluids or physical evidence that may have biological, chemical or radiological hazard or contamination. Member also uses chemicals, processes and materials that may have carcinogenic or health-damaging properties in the analysis of such evidence.

80% DUTY AREA – FORENSIC INVESTIGATION: Illustrative Tasks: Takes photographs of crime scenes and suspects; photographs scenes of accidents; takes casts of footprint, tire marks, and other impressions as directed. Photographs, handles and fingerprints deceased bodies at crime scenes and autopsies. Collects, identifies and preserves all matters of evidence as directed or released to his/her custody. Prepares evidence for submission to laboratories. Processes crime scenes and related evidence for latent fingerprints for use in criminal investigations. Assists in fingerprinting and photographing prisoners and others as directed. Prepares crime scene reports and sketches; maintains photographic index files.

20% DUTY AREA – SUPPORT AND ADMINISTRATION: Illustrative Tasks: Maintains records with computer entries and written reports. Operates a crime scene vehicle to respond to



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service locations. Assists in the training of personnel. Participates in Sheriff's Office recruitment and community relation activities as directed.

13. Associated knowledge, skills and abilities:

Knowledge of:

Methods used in preserving and collecting physical evidence and the use of such evidence in establishing guilt or innocence

Fingerprinting and modern latent print processing techniques and procedures

Police digital photography and the processing thereof

Modern criminal investigation methods and criminal identification techniques

Radio procedures

Geographic locations

Office policy and procedures

Florida Statutes/County Codes

Human Diversity awareness

Officer safety skills

Weapons and gun safety

Skilled in:

Comprehension of law enforcement radio traffic

Maintaining a professional bearing and attitude with supervisors, peers and public at all times while on duty

Giving qualifying testimony in the field of fingerprinting, photography, latent fingerprint development and collection and preservation of evidence

Ability to:

Speak clearly, understand, read, and legibly write English

Communicate effectively with staff members and public

Listen to and comprehend radio traffic

Recall from short-term and long-term memory

Operate a personal computer, peripheral equipment and assigned software

Prepare documents, forms, reports and statistical data

Operate motor vehicles in a safe and efficient manner, day or night, in compliance with all state laws and regulations regarding operation and licensure

Maintain a valid State of Florida driver's license

Perform routine mathematical computations

Use independent judgment and make technical and professional decisions on a daily basis

Plan, organize and bring assignments to completion

MINIMUM PHYSICAL AND OTHER REQUIREMENTS

The physical abilities listed below are estimates of time spent during a typical workday to perform essential functions and responsibilities. Members in this position may be required to:

- Sit and Stand for extended periods of time
- Walk for extended periods of time
- Occasionally lift up to 50 lbs.
- Occasionally climb (stepladder), bend, squat, reach, kneel or twist.



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Other Requirements:

- **20/40 vision (corrected/uncorrected)**
- **Ability to perceive and differentiate normal colors**
- **Ability to hear conversation at a normal level (assisted or unassisted)**
- **Work shift work**
- **Work in confined/restricted working environments**

14. Equipment or machines routinely used in this position: Agency vehicle, cellular phone, telephone, computer, software programs, calculator, photocopier, facsimile machine

15. Amount and type of supervision position receive: Member will work under the moderate guidance and supervision of the Forensic Investigator Shift Supervisor, or designee.

16. Review procedures: Work is reviewed upon completion and/or periodically by the Forensic Investigator Shift Supervisor, or designee. This position will receive a formal written performance appraisal in accordance with General Order 35.1.

17. Essential Tier Response: 1 – Key and Mission Essential. Employee will be required to perform leadership functions, specialized functional support, or subject matter expertise functions during a hurricane, severe weather conditions, or other designated emergency or catastrophic event.

18. Remote Work. Position has option for remote work with bureau commander approval. Employees authorized for remote work may be required to return to the office periodically or upon request when needed, and any decision to allow remote work remains in PSO's absolute discretion and may be subject to change at any time.

19. This position description lists the duties and responsibilities an incumbent would generally expect to perform. Percentages of time, when used, are estimated annual averages and as such are subject to periodic fluctuations. This position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the member for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Pasco Sheriff's Office is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Pasco Sheriff's Office will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

THE PASCO SHERIFF'S OFFICE IS A DRUG-FREE WORKPLACE