



Charlotte County Sheriff's Office

Integrity, Professionalism, Trust

Class Title: Criminalistics Recruit

Class Code: 9320

Safety Sensitive Position: Yes

Essential: No

Job Summary: Learn to document, collect, preserve, and process physical evidence in a laboratory setting and to analyze and compare various friction ridge prints and/or impressions under close supervision.

Essential Job Functions:

Learn to analyze and compare friction ridge prints/impressions utilizing various tools, comparison software and/or databases following established procedures and section protocols.

Proper evidence collection/packaging techniques, and other related activities following scientific principles and established procedures. This may include completing test fires of firearms following established protocols and standard operating procedures.

Photograph and collect standards such as DNA, fingerprints, etc. from subjects living or deceased in various scene locations.

Prepare detailed notes and reports, including basic computer skills to include word processing, spreadsheet, and database applications (i.e. Word; Excel) and entering information into ACISS (records management system).

Collect data, establish facts, and draw valid conclusions. Effectively present information to groups and respond to questions from managers, attorneys, investigators and detectives. Participate in court related activities, such as hearings, depositions and testifying in criminal/civil trials as a witness.

Maintains a clean laboratory and equipment, while safely mixing and testing various chemicals used for developing/enhancing impression evidence while being able to comprehend and follow directions for measuring, such as standard and metric, which may include liquid volume, and weight.

Note: "Essential tasks/functions may vary among positions in the class. The list of Essential Tasks/Functions is not intended to be a comprehensive list of all tasks/functions performed by all positions in this class."

Minimum Requirements:

Requires a high school diploma or GED

Possess/maintain a valid Florida driver's license and obtain/maintain NCIC/FCIC certification within 30 days of hire.

Must pass a Latent Print Examiner Candidate Skills assessment to differentiate patterns and identify similarities and/or dissimilarities between items in comparison prior to being considered for the position and in conjunction with the oral board as part of the overall candidate selection process.

FDLE Biometric Identification System (BIS) certification must be obtained within one (1) year from date of appointment.

Must successfully complete the in-house Latent Print Examiner Training Program within (2) years of employment.

DRUG FREE / SMOKE FREE WORKPLACE / VETERANS PREFERENCE

Reviewed/Updated by K. Brese 03/14/2025 / Approved by Director Ostrowsky 06.11.2025

Must not be on any type of probation including, but not limited to, disciplinary or performance (PIP) probation.

Physical Effort Required:

While performing the duties of this job, the employee is regularly required to sit and primarily involves light work such as walking or standing. Exerting up to 25 pounds of force on a regular and recurring basis and between 26 to 50 pounds of force on an occasional basis. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Working Conditions:

Primarily works in an indoor setting with frequent possibility for exposure to chemicals, bodily fluids, noxious odors or other bio-hazards. Work includes varying shifts, working outside of standard office hours, including nights, weekends, and holidays at any time their services are needed.

EQUAL OPPORTUNITY EMPLOYMENT

The Charlotte County Sheriff's Office is an equal opportunity employer. We do not discriminate based on race, color, national origin, sex (including pregnancy, gender identity, and sexual orientation), religion, Veterans Status, age (40 or older), disability, or genetic information in employment or the provision of services.

This job description does not constitute an employment agreement between the Charlotte County Sheriff's Office and the employee and is subject to change by the Charlotte County Sheriff's Office as the needs of the Charlotte County Sheriff's Office and requirements of the job change.