



# CITY OF ALTAMONTE SPRINGS

## JOB POSTING POSTING #: 2019-029

**TITLE:** Crime Scene & Digital Data Technician

**Salary Range:** (3/A) \$35,983.00/yr. - \$41,380.00/yr.\*  
(\*based on last ten (10) years experience)

**DEPT/DIVISION:** Police/Investigations (503)

**City Applications will be accepted for Posting #2019-029 if postmarked no later than midnight on May 21, 2019 or if received prior to 2:00p.m. on May 22, 2019.**

### MINIMUM QUALIFICATIONS:

- Two (2) years' experience/education in one or a combination of: forensic software, crime scene procedures, and/or computer software.
- Two (2) years' computer experience using Microsoft Office applications and video players.
- High School Diploma or G.E.D.
- Valid driver license. Must obtain Florida driver license within thirty (30) days of employment.  
Driving history for the past three (3) years must reflect no violations of a driving related offense, or driving under the influence (DUI) which includes both drugs and alcohol, reckless driving, or hit and run involving an occupied vehicle or attended property, or an accumulation of traffic violations, plus three (3) points for each attendance at driving school (regardless of whether points were assessed against the license) where the penalty points do not exceed twelve (12).

### PREFERABLE QUALIFICATIONS:

- One (1) year experience in crime scene investigations.
- One (1) year experience and/or training in digital evidence recovery.
- Working knowledge of Evidence.com and/or FARO.
- Completion of the following NIMS Courses within designated amount of time from employment date:
  - Basic IS-700 (6 months)
  - Basic ICS-100 (6 months)

### POSITION FUNCTION:

Responsible for the preservation and documentation of various types of crime scenes, and the collection and processing of physical evidence. Check and maintain all digital data coming under the control of the Police Department, to include audio and video recordings and body camera footage.

#### NOTE:

*The selection process for positions in the Altamonte Springs Police Department will include Drug Testing and a Truth Verification Examination/Computer Voice Stress Analysis (CVSA); an in depth Background Investigation to include a Level 2 nationally fingerprint-based records check; and successful completion of the CJIS (Criminal Justice Information Services) Security Clearance process to include approval for controlled access to protected information.*

AN APPLICATION MAY BE OBTAINED FROM THE DEPARTMENT OF HUMAN RESOURCES OR DOWNLOADED FROM [www.altamonte.org](http://www.altamonte.org)

#### PLEASE SEE REVERSE SIDE FOR TASK/DUTY DETAILS

*THE CITY OF ALTAMONTE SPRINGS IS AN EQUAL OPPORTUNITY EMPLOYER. THE CITY PROHIBITS DISCRIMINATION, HARASSMENT OR RETALIATION IN ALL OF ITS EMPLOYMENT PRACTICES BASED ON RACE, COLOR, SEX (INCLUDING GENDER, GENDER IDENTIFICATION, OR EXPRESSION), AGE, NATIONAL ORIGIN, POLITICAL AFFILIATION, DISABILITY, GENETIC INFORMATION, MARITAL STATUS, MILITARY VETERAN STATUS, OR ANY OTHER CATEGORY PROTECTED BY APPLICABLE FEDERAL, STATE, OR LOCAL LAW.*

The City will provide reasonable accommodations necessary to applicants with disabilities preventing them from completing a City application form. Please contact the Department of Human Resources immediately if you need a special accommodation.

**WE ARE PEOPLE WHO CARE ABOUT PEOPLE**

## Tasks/Duties of Crime Scene & Digital Data Technician

*Below is a summary of the Tasks and Duties of this position. For a listing of duties and responsibilities for this position, please see the Job Specification/Demands Analysis included with the posting in the City Hall lobby.*

<b><u>TASK/DUTY</u></b>
Maintain a secure cloud database computer system that houses body camera footage and other forms of digital evidence. Track the electronic “Chain of Custody” for all items within the digital storage system.
Redact video and audio files as needed for public records requests. Make physical copies or provided electronic copies of video and audio files as needed for Detectives, State Attorney Office, or other requesting agency. Convert audio and video files to compatible formats for the digital storage system.
Assist with property & evidence purges, inventories, audits, department accreditation, and complete the necessary paperwork and computer entries to finalize the process.
Forward and/or retrieve items to be analyzed/processed to FDLE, SCSO, ASPD Lab, or other agencies as required. Process evidence submitted by officers for latent prints and/or DNA, and prepare subsequent reports.
Process crime scenes to include, but not limited to photography, sketching, measuring, evidence searching, collection, and preservation, and latent and DNA processing. This will be a rotating on-call basis to include non-business hours.
Drive to and from work sites, crime scenes, and laboratories. Deliver evidence to court and testify in depositions or court trials when needed. Perform additional duties as assigned. Be available for emergency call-outs.
Work independently with minimal supervision. Be able to organize and track inventory with a high degree of accuracy. Effectively communicate with supervisors and coworkers on duties and tasks related to various crime scenes or digital data, both verbally and in writing.
Adhere to the requirements of the department’s Drug Free Workplace Program including non-use of tobacco products during working hours (DRUG TESTING WILL BE REQUIRED)
Prepare detailed sketches and 3D diagrams and videos of crime scenes as required using FARO.
Prepare various clerical tasks dealing with evidence collection and identification to include, but not limited to, completion of FDLE Lab Submission Forms, SCSO Submission Forms, ATF E-traces, and crime scene reports. Be able to prepare inventory reports using the cloud database computer system.
Assist with the daily functions of property & evidence when needed.

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