



JEFFERSON COUNTY
invites applications for the position of:
Crime Scene Analyst

An Equal Opportunity Employer

SALARY: \$2,080.00 - \$3,073.89 Biweekly
\$54,079.94 - \$79,921.09 Annually

OPENING DATE: 03/15/16

CLOSING DATE: Continuous

DIVISION: Sheriff-Investigations

DEPARTMENT: Sheriff's Office

PURPOSE:

Under general supervision, employee is responsible for processing, investigating and reconstructing events at crime scenes; including the documentation, collection and preservation of evidence. Work involves scene and laboratory examination of physical evidence, frequent interactions with investigators, providing a variety of reports and statistics, preparing court exhibits, and providing expert testimony. Responsible for instructing and facilitating training of law enforcement personnel and community groups in crime scene and forensic related work. Performs laboratory examination of evidence which may include but not limited to: photography (digital image and section maintenance), forensic biology, bloodstain pattern, trace evidence collection, video analysis, and cell phone examination. This position is scheduled as on-call, up to 2 weeks/month. Reports to a Jefferson County Regional Crime Laboratory Supervisor.

ESSENTIAL DUTIES:

Crime Scene Response and Processing:

Involves responding to and processing crime scenes. The Crime Scene Unit (CSU) has 24- hour/ 7-day/ 365 availability including on-call duty rotation. Crime scene processing includes: photo, video and sketch documentation of the crime scene; search and identification of evidence; collection and preservation of evidence; use of specialized forensic techniques on scene (tire and footwear analysis, trace evidence collection, bloodstain analysis, latent print processing, trajectory evaluation, biological testing, etc.); and crime scene reconstruction. Ancillary duties to crime scene response includes: photographing victims/injuries, processing vehicles, collecting evidence from victims and suspects and attending, documenting and collecting evidence at autopsies.

Laboratory Analysis/Examination:

When working in the Photography Section: Downloading memory cards from JCSO personnel, completing photo requests (photographic prints, CD's, DVD's, etc.), video analysis, and other specialized photo requests.

When working in the Forensic Biology Section: Involves the serological analysis of biological evidence (blood, semen, saliva) and swabbing for trace DNA from submitted evidence items and preparing those samples for DNA analysis. May involve other laboratory examination as needed.

Crime Scene Technical Leader/Quality Control:

This position is responsible for maintaining all chemicals, vehicles, equipment and policies for

the crime scene unit. Includes setting up frequent training for crime scene personnel. Facilitates the research and/or development of new crime scene techniques.

Involves policy maintenance, technical review of reports, instrument maintenance, reagent preparation, performance checks/validation, and proficiency testing.

Training Coordinator/Instructor:

Involves training JCSO personnel and other agency personnel in all areas of crime scene processing and evidence examination. It includes coordinating all academy and Crime Scene Technician (CST) training.

Cell Phone Download/Analysis:

Involves the recovery of digital evidence and data from mobile devices.

Reports and Court Testimony:

Generating written technical reports of all examinations or analyses performed. Additionally, it involves meeting with prosecution and defense attorneys, providing expert testimony and presentation in legal proceedings.

QUALIFICATIONS:

Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, technical certificate, and/or certification or equivalent.

- Bachelor's degree with science related courses preferred.

Over one year of work related experience is required.

- Three years of forensic laboratory and/or crime scene experience preferred.
- Formal training in crime scene, student instruction, video processing and cell phone download/analysis is highly desired and preferred.
- Certification in crime scene or other forensic discipline through a recognized forensic organization is highly desired and recommended.

Additional Requirements:

- Pass background investigation, polygraph examination, and post-conditional testing to include a medical exam and psychological exam.
- Possess a valid Colorado driver's license and clear MV record.
- Must complete JCSO 40 Hour Crime Scene Technician training, if available, within first year of employment. An equivalent crime scene class may be substituted as appropriate.

ADDITIONAL INFORMATION:**The Community**

The Jefferson County Sheriff's Office (JCSO) was founded in November 1859 and today serves 199,000 plus residents in the unincorporated areas of the county. The Sheriff's Office has grown and advanced along with its communities. Today, it is one of the most progressive law enforcement agencies in the nation. As the largest full-service sheriff's office in Colorado, the agency has more than 540 sworn deputies and more than 280 non-sworn employees who provide services to the community. The mission of the Jefferson County Sheriff's Office is to PROTECT – SERVE – ENFORCE. Our vision is for Jefferson County to be a safe place to Live, Learn, Work and Play.

The Organization

In 2013, the Jefferson County Sheriff's Office entered into an agreement with other Law Enforcement agencies within Jefferson County to establish the Jefferson County Regional Crime Laboratory (JCRCL). The JCRCL serves over 550,000 citizens in the county. The laboratory is housed in a 16,500 sq. ft. facility attached to the Sheriff's Office and provides services in the following forensic disciplines: Controlled Substances, Latent Print Processing and comparison, Firearms Examination, Forensic Biology Screening and DNA Analysis, Crime Scene Response, Digital Imaging, and Forensic Evidence Training. In 2008, the crime lab achieved full accreditation through the American Society of Crime Laboratory Directors Laboratory

Accreditation Board (ASCLD/LAB). In 2013, the crime lab achieved ISO:17025 accreditation through ASCLD/LAB and has maintained this accreditation through the expansions of scope to include Forensic Biology and Firearms Examination. The JCRCL continues to provide the best services possible to law enforcement, the District Attorney's office, and the citizens of Jefferson County.

Compensation and Benefits

Jefferson County offers a generous benefit package. This can be reviewed at <http://jeffco.us/jobs/> EEO.

How to Apply

Applicants must fully complete all components of the application, including supplemental questions. Please attach a professional resume and copies of any applicable certification to the application. The hiring process will remain open until filled. Questions about the application process should be directed to the Jefferson County Sheriff's Office Recruiting Unit at mbarrick@jeffco.us.

APPLICATIONS MUST BE FILLED OUT ONLINE AT:

<http://www.jeffco.us/jobs>

Job #EPCSA1
CRIME SCENE ANALYST
MB

OUR OFFICE IS LOCATED AT:

100 Jefferson County Parkway, #4530 (303-271-8400)

200 Jefferson County Pkwy (Sheriff - 303-271-5332)

Golden, CO 80419

(303) 271-8400

careertalent@jeffco.us

An Equal Opportunity Employer

Crime Scene Analyst Supplemental Questionnaire

- * 1. *(Part 1 of 3)* **AFFIDAVIT APPLICANT ACKNOWLEDGMENT OF TERMS AND CONDITIONS OF THIS APPLICATION. IT IS IMPORTANT THAT YOU READ THIS SECTION CAREFULLY AND THAT YOU FULLY UNDERSTAND IT BEFORE YOU SUBMIT IT. THIS SECTION AFFECTS YOUR LEGAL RIGHTS. IF YOU HAVE ANY QUESTIONS, PLEASE ASK AN ASSIGNED RECRUITER OF THE JEFFERSON COUNTY SHERIFF'S OFFICE (HEREIN REFERRED TO AS "OUR OFFICE") BEFORE YOU ACCEPT THIS APPLICATION.** It is the policy of Jefferson County and the JEFFERSON COUNTY SHERIFF'S OFFICE to not discriminate on the basis of race, color, religion, creed, sex, age, national origin or disability unless related to a bona fide occupational qualification. By clicking on the 'Accept' button, you promise that all information you have supplied in this application and any other form, oral or written, is complete, true and accurate. Any misstated, misleading, incomplete, or false information is grounds for rejection of this application form, refusal to hire, withdrawal of an offer of employment, or immediate discharge without recourse, whenever and however discovered. Your promise is made with the understanding that your statements will be relied upon in the hiring process. An incomplete application will delay the hiring process. If you disagree with the statements, policies and procedures below, you should not fill out an employment application form and should not seek employment with the JEFFERSON COUNTY SHERIFF'S OFFICE.
- Accept
 Do Not Accept
- * 2. *(Part 2 of 3)* In the event of my employment to a position with the JEFFERSON COUNTY SHERIFF'S OFFICE, I will comply with all rules and regulations of the office. I further understand that the office may obtain, or cause to be obtained, public records, including court records, criminal history, polygraph examination reports, Department of Motor Vehicles records, credit reports and educational records about me as part of a background investigation and that in certain circumstances I may waive my right to receive a copy of such public records. To the extent that a background investigation is to be conducted by a

third party, I understand that the applicable documentation and certification required by the Federal Credit Reporting Act and the State will be provided to me. I understand that the entire process may include post conditional testing such as medical and psychological examinations and may take up to six months to complete. After the completion of a hiring process, any applicant who is not hired is encouraged to apply for any other position within the Sheriff's Office.

- Accept
 Do Not Accept

- * 3. *(Part 3 of 3)* I further understand that the office may contact my previous employers. I authorize those employers to disclose to the office all records and information pertinent to my employment with them. In addition to authorizing the release of any information regarding my employment, I hereby waive any rights or claims I have or may have against my former employers, their agents, employees, and representatives, educational institutions, as well as other individuals who release information to the office, and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me. I authorize the persons named herein as references to provide the office with any pertinent information they may have regarding myself. **IF YOU HAVE ANY QUESTIONS REGARDING THIS APPLICANT ACKNOWLEDGEMENT OF TERMS AND CONDITIONS OF THIS APPLICATION, PLEASE ASK AN ASSIGNED RECRUITER BEFORE ACCEPTING AND SUBMITTING THIS APPLICATION. DO NOT SUBMIT THE APPLICATION UNTIL YOU HAVE READ THE ABOVE TERMS AND CONDITIONS AND UNDERSTAND THEM.** I hereby acknowledge that I have read the above terms and conditions and understand the same. I further acknowledge by clicking on the 'Accept' button below that no promise or offer of employment has been made to me at this time.

- Accept
 Do Not Accept

- * 4. List the highest level of education you have attained.
- Doctoral Degree
 Master's Degree
 Bachelor Degree
 Associate Degree
 High School Diploma or GED
- * 5. Can you speak a second language FLUENTLY? To be considered fluent, you must be able to speak the second language AND either be able to read OR write the second language proficiently. (Any foreign language to include American Sign Language applies. Only select one response.)
- No, I cannot speak a second language fluently
 Yes, I can speak a second language fluently
 Yes, I can speak a second language fluently AND I can read OR write the language
- * 6. Have you ever served in the military? (Only select one response.)
- No, I never served in the military
 Yes, I served in the military and received an Honorable Discharge
 Yes, I served in the military and received a General Discharge
 Yes, I served in the military and received one of the following discharges: Bad Conduct or Dishonorable Discharge
 Yes, I served in the military and received an Other Than Honorable Discharge
 Yes, I'm actively serving in the military
- * 7. Have you performed any volunteer work in the last two years, excluding internships? (Examples: coaching youth sports, volunteering at local churches, shelters, food banks, or children's schools, etc. Only select one response.)
- No volunteer work in the last two years
 Less than 25 hours in the last two years
 25 to 50 hours in the last two years

- 50 to 100 hours in the last two years
 - 100 to 250 hours in the last two years
 - 250 to 400 hours in the last two years
 - Over 400 hours in the last two years
- * 8. Has your driver's license been suspended, revoked, cancelled, denied, or have you been convicted of DUI/DWAI in the last three years?
- Yes
 - No
- * 9. Have you **ever** committed and/or been convicted of a misdemeanor crime in the last three years?
- Yes
 - No
- * 10. Have you committed a felony crime in the last seven years or have you **ever** been convicted of a felony crime?
- Yes
 - No
- * 11. In the last two years, have you experimented with any of the following drugs? • Marijuana • Any marijuana derivative or synthetic marijuana concentrates (SPICE) • Hashish or Hashish Oil • Illegal Steroids
- Yes
 - No
- * 12. In the last five years, have you experimented with any of the following illegal drugs? • Cocaine • Crack, Rock, Ice • Barbiturates or Downers • Amphetamines or Uppers • Methamphetamines (speed, crack) • LSD or other Hallucinogens • PCP (Angel Dust) • Psychotropic Mushrooms • Heroin or other Opiates • Ecstasy • Other illegal drugs not mentioned
- Yes
 - No
- * 13. In the last five years, have you ever taken any merchandise or items (that you were not authorized to take) from a company where you worked? (Examples: Miscellaneous office supplies, uniforms, equipment, tools, food or beverages, etc.)
- No, Never
 - Yes, total retail value less than \$25
 - Yes, total retail value between \$25 to \$100
 - Yes, total retail value between \$101 to \$250
 - Yes, total retail value between \$251 to \$500
 - Yes, total retail value over \$500
- * 14. In the last five years, have you ever taken money (that you were not authorized to take) from a company where you worked?
- No, never
 - Yes, less than \$25
 - Yes, between \$25 to \$100
 - Yes, between \$101 to \$250
 - Yes, between \$251 to \$500
 - Yes, over \$500
- * 15. In the last five years, have you ever stolen or taken, without permission, any property?
- No, never
 - Yes, combined retail value less than \$25
 - Yes, combined retail value between \$25 to 100
 - Yes, combined retail value between \$101 to \$250
 - Yes, combined retail value between \$251 to \$500
 - Yes, Yes, combined retail value over \$500

- * 16. Have you ever purchased or sold anything that you suspected was stolen?
- No, never
 - Yes, 1 time only
 - Yes, 2-3 times
 - Yes, 4 times or more
- * 17. Have you ever used a company credit card for personal use that was not authorized from a company where you worked?
- Yes
 - No
- * 18. If you answered YES to questions 8 through 17, *please provide a DETAILED explanation below. (Please include the question number you are referencing, the approximate date of occurrence, and as much specific details as possible. "Will discuss in person" is not an acceptable answer.)*
- * 19. Do you consent to the following: polygraph, background investigation, credit check, drug test, physical examination and psychological examination?
- Yes
 - No
- * 20. The Immigration Reform Control Act of 1986 requires both identity and eligibility for employment proof within three business days of employment. The Jefferson County Sheriff's Office does NOT hire or sponsor H-1B Visa holders. Upon offer of employment, are you able to provide proof that you are eligible to work in the United States without sponsorship?
- Yes
 - No
- * 21. Are there any incidents in your life, which might disqualify you as an applicant, whether or not you were directly involved? ***If yes, please explain. "Will discuss in person" is not an acceptable answer.***
- * 22. Have you ever been discharged, asked to resign, furloughed, or terminated for cause with any employer in the last five years? (reductions in force, and/or company downsizing do not apply)
- Yes
 - No
- * 23. If you answered YES to the previous question, please provide a detailed explanation to include name of company, date of incident, and specific details. ***"Will discuss in person" is not an acceptable answer.***
- * 24. Have you ever resigned (quit) after being informed your employer intended to discharge (fire) you for any reason? ***If yes, please provide date, employer and reason. "Will discuss in person" is not an acceptable answer.***
- * 25. Do you have any relatives or friends who work for the Jefferson County Sheriff's Office that could provide either an employer or personal reference for you?
- Yes
 - No
- * 26. If you answered YES to the previous question, please provide their name, phone number and email address.

- * 27. Have you ever applied for any position with the Jefferson County Sheriff's Office? *If yes, please provide positions, dates, results, etc.*
- * 28. Have you received any traffic tickets in the last three years? *If yes, please provide the following information: type of violation, location/jurisdiction, and date.*
- * 29. Have you ever been at fault as a driver in a motor vehicle accident? *If yes, please provide the following information: was a summons issued, to whom, type of violation, location/jurisdiction, date, injury or non injury?*
- * 30. How often are you tardy or late for work?
- Never
 - 1 to 2 times a year
 - 1 to 2 times every six months
 - 1 to 2 times every three months
 - 1 to 2 times a month
 - 1 to 2 times a week
- * 31. During the past three years, have you ever missed work and informed your employer that you were ill, when you were really not?
- No, never
 - Was not employed in the last three years
 - Yes, 1 to 2 times in the last three years
 - Yes, 3 to 4 times in the last three years
 - Yes, 5 times or more in the last three years
- * 32. Have you ever had a written complaint made against you or your work performance by a customer or client? ***(If YES, please provide specific details to include approximate date, name of company, position held, and all pertinent details about the complaint. "Will discuss in person" is not an acceptable answer.)***
- * 33. Have you ever received a warning or a reprimand (written or oral) at any place of employment? ***(If YES, please provide specific details to include approximate date, name of company, position held, and all pertinent details about the reprimand. "Will discuss in person" is not an acceptable answer.)***
- * 34. Have you ever committed, or threatened to commit physical harm against co-workers or supervisors at any place where you were employed? ***(If YES, please explain. "Will discuss in person" is not an acceptable answer.)***
- * 35. Have you ever slapped, punched, or otherwise injured a spouse or significant other? ***(If YES, please explain. Will discuss in person is not an acceptable answer.)***
- * 36. Are you willing to work days, evenings, nights, weekends, holidays and overtime?
- Yes

- No
- * 37. Have you ever taken a polygraph examination? If yes, please provide reason, date and name of requesting agency.
- * 38. Are you able to perform the essential functions of the position for which you applied, with or without reasonable accommodations?
- Yes, without reasonable accommodations
- Yes, with reasonable accommodations
- No
- * 39. Please list all of your residences for the past ten years. Please begin with your current residence and ensure you include the city, zip code. (For each address, please note the local Law Enforcement Agency.)
- * 40. If you are a male and over the age of eighteen, have you registered for selective service?
- Yes
- No
- I'm a female, not applicable
- * 41. Why do you feel you are the best qualified applicant for the position you're applying for?
- * 42. Please list what you feel are your best personal strengths, and what are your personal weaknesses.
- * 43. How many years of full time crime scene experience do you have?
- 10 years' or more of experience
- 7 to 9 years' experience
- 5 to 7 years' experience
- 2 to 4 years' experience
- Less than one year of experience
- No prior experience
- * 44. Approximately how many scenes have you processed?
- * 45. Describe your experience providing testimony in a courtroom setting regarding crime scenes?
- * 46. How many crime scene related classes have you attended? *(Please provide a list of classes if possible.)*
- * 47. How many crime scene related classes have you instructed? *(Please provide a list if possible.)*
- * 48. Do you have experience in cellular phone downloads? *If yes, please describe your experience.*

- * 49. Do you have laboratory analysis experience outside of processing crime scenes? *If yes, please provide details.*
50. If any of the above questions need further explanation, please use the space below. Please ensure you include the question number you are referencing.
- * 51. Where did you hear about this job opening at the Jefferson County Sheriff's Office?
- Jefferson County Sheriff's Office web page
 - GovernmentJobs.com web site
 - American Academy of Forensic Sciences
 - California Association of Criminalistics
 - International Association for Identification
 - Rocky Mountain Division of IAI
 - American Society of Crime Laboratory Directors
 - Southwestern Association of forensic Scientists
 - Northwest Association of Forensic Scientists
 - www.crime-scene-investigator.net
 - Indeed.com
 - Monster.com
 - NeoGov Website
 - Glassdoor.com
 - Word of mouth/Employee referral
 - Other
- * 52. If you answered OTHER to the previous question, please tell us where you heard about the job opening.
- * Required Question