

## Worcester County Job Opportunities

Department: Sheriff's Office

Job Title: Forensic Crime Scene Technician

Compensation Range: Grade 19/Step 01 \$26.37 Hourly/\$54,850 Annually

Grade 19/Step 05 \$29.00 Hourly/\$60,320 Annually

(Starting compensation may be at higher end of salary range based on qualifications and experience.)

**Application Period** closes 11:59 pm October 12, 2025

### SUMMARY

A Crime Scene Technician is forensic field services work and will collect, record and preserve evidence found at crime and disaster scenes for laboratory examination and court presentations. This includes the collection and examination of audio and video evidence.

Employees receive close supervision from a Criminal Investigation Division Supervisory Staff member. Employees may be subject to 24 hour on-call and overtime based upon staffing needs and demand for service. The work is physically demanding and is performed in the laboratory or at crime and disaster scenes.

A Crime Scene Technician is responsible for reporting to crime scenes for the purpose of detecting, collecting and preserving evidence, and photographing the scene and the collected evidence. Under close supervision, the employee reviews the crime scene; gathers information from witnesses, when available, which may provide insight into the sequence and location of events and possible evidence. The employee will learn to determine the best methods and procedures to detect, collect, and preserve the evidence, performing chemical and other tests, preparing detailed crime scene diagrams, and testifying in courts of law about collected evidence.

Completed work is evaluated for technical soundness, and conformity with agency policy and standard operating procedures. Guidelines and procedures for performing the work shall be available to the employee. The employee must use sound judgment in selecting and applying the appropriate guidelines. It is important to note that these guidelines, procedures, and standards addressing evidentiary issues must be rigorously adhered to for evidence to be considered by the court.

The complexity of this class of work is derived from the variety of processes which are employed; and which are occasionally carried out in adverse weather conditions which compound the difficulties associated with evidence detection, collection and preservation. It is significant that normally there is only one opportunity to detect and collect evidence at each crime scene. Work must be performed quickly and efficiently in order to prevent the loss of perishable evidence and to facilitate the timely release of the crime scene to proper authorities. The impact of properly performed tasks in this job classification is significant, and often the key factor, in a successful criminal prosecution.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following (illustrative only):

- Survey actual and suspected crime and disaster scenes, takes photographs and prepares sketches as necessary;

- Identify, collect, record, and preserve evidence for further laboratory examination, analysis and processing;
- Maintain control of physical evidence and maintain a proper chain of custody of evidence collected;
- Process crime scene and related evidence for latent prints, fabric impressions or shoe impressions either chemically or with specialized photographic techniques;
- Attends autopsies and learns to collect physical evidence where appropriate;
- Prepare, testify and present evidence, photographs, and sketches in criminal courts as scientific findings and conclusions drawn;
- Conduct field tests or brings evidence to the laboratory for conclusive testing; where such results may be used for suspect identification and/or courtroom proceedings;
- Maintains a chain of custody for all evidentiary items;
- Prepares and maintains detailed notes/reports describing forensic procedures performed, measures and diagrams crime scenes, and completes and submits accepted Departmental forms and logs;
- Operate a digital darkroom for receiving, archiving printing and copying of photographs taken with digital cameras. Disseminate photographs to requesting parties upon authorized request.
- Receive, examine and analyze video and from various video formats for investigations;
- Conducts laboratory processing, examination and testing of evidentiary items.
- Exchanges information with law enforcement personnel regarding evidence collected at crime scenes, assists in the presentation of classroom instruction to Police Officer Candidates and In-Service sworn police personnel;
- Testifies in courts of law as to the procedures used to detect, collect, analyze and maintain security of crime scene evidence;
- Performs related duties as required.

**QUALIFICATIONS** - To perform this job an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Preferred associate's degree in criminal justice, Criminology, Biology, Biochemistry, Chemistry, or a related field from an accredited college or university. Prior experience is not required.

#### **OTHER ADDITIONAL REQUIREMENTS**

- Twenty-one (21) years of age at time of appointment
- United States citizen
- Visual acuity must be correctable to 20/20 with the ability to recognize basic colors.
- Must successfully pass a complete background investigation to include a Police records check, employment history, credit history, education history, neighborhood check and reference check.
- Must successfully pass a pre-employment physical examination, drug screen, polygraph examination and psychological examination.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation 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 stand, walk, sit, run, jump, use hands to finger, handle, or feel, reach with hands and arms, climb or balance and talk or hear. The employee may occasionally be required to, stoop, kneel, crouch, crawl, and climb ladders. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, occasionally lift and/or move up to 75 pounds, and may be required to drag up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly exposed to moving mechanical parts and outside weather conditions. The working environment is frequently unpleasant, as employees often work outside in all weather conditions, and must work with bodies which have been either brutalized or are decomposed. The employee will be required to closely examine and record stab and bullet wounds and other injuries.

The hazards of this class of work are significant, both at and away from crime scenes. The employee is frequently exposed to extreme cold and extreme heat. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; explosives; and risk of radiation. The employee may be exposed to body fluids, infectious diseases, and other unknown crime scene hazards. Employees are regularly required to use face masks, protective clothing, plastic gloves and bags when collecting such evidence as blood, needles, semen, urine, etc. The employee is always subject to attack by individuals encountered during their duty. The noise level in the work environment is usually moderate but become loud dependent upon the job task.

### **ADDITIONAL INFORMATION**

Within two, (2) years from the date of hire the employee is expected to: (1) satisfactorily perform the duties of a Crime Scene Technician and obtain a certification from a professional forensic organization approved by the agency.

- Safety Analysis: (Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time), Constant (>75% of the time)
- Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 190 lbs. No known significant hazard risk.

## Worcester County Government Benefits Information

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

### **Paid Time Off**

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 11 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2025.

### **Medical Benefits**

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

### **Retirement**

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

### **Part Time Employees**

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

### **Extras for All Employees**

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

**For more information**, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.