



FORENSIC SCIENCE SPECIALIST INTERN SUPPORT SERVICES BUREAU

GENERAL DESCRIPTION

Under the supervision of the Bureau designee, the Intern will provide specific functions related to assigned location of internship. The Intern can expect an increasing amount of responsibility related to internship, while gaining professional work experience and first hand involvement with services that support the law enforcement community. The Intern will gain knowledge through observing a Forensic Science Specialist perform the following essential functions and responsibilities:

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES OF A FORENSIC SCIENCE SPECIALIST

- Takes photographs of crime scenes and suspects; photographs scenes of accidents; takes casts of shoe prints, tire marks, and other impression evidence;
- Photographs, handles, and fingerprints deceased bodies at crime scenes and after autopsies;
- Identifies, collects, 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 proceedings;
- Fingerprints and photographs prisoners and others as directed;
- Prepares crime scene reports and sketches;
- Maintains records with computer entries and written reports;
- Operates a crime scene vehicle to respond to service locations;
- Applies knowledge of methods used in locating, collecting, and preserving physical evidence and the use of such evidence in establishing guilt or innocence;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

QUALIFICATIONS

- Currently enrolled in Bachelor's or Master's level program with the area of study in Forensic Sciences or a Forensic Science field
- Or certificate in the Forensic Science field
- Minimum 2.5 G.P.A.
- Minimum 18 years of age
- Must have a valid driver's license
- Knowledge of photography, fingerprint development, evidence handling, and report writing preferred

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- Strong writing and interpersonal skills
- Excellent computer skills
- Ability to work independently or part of a team
- Flexibility and ability to multi-task
- Ability to understand and carry out oral and written instructions

PHYSICAL ABILITIES

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

- Sit up to 8 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, reach, or twist

WORKING CONDITIONS

- Interns may be exposed to or experience:
 - Wetness (water) from high humidity at night, fog, scenes processed in wet areas
 - Slippery walking surfaces due to water at fire, crash scenes, roofs of structures, any scene processed in rainy/damp conditions
 - Debris from broken glass, fire, roof accidents, uneven terrain, natural disasters, and/or overhead structures
 - Frequent close contact with other forensic science specialists/peers, supervisors, citizens, arrested subjects, and deceased bodies
 - The need for flexibility in limited service locations, attics, crawlspaces, inside and under vehicles
 - Loud noise at service locations, to include, but not limited to, crash scenes, construction sites, detention facilities, alarms/sirens and/or generator use
 - Possibility of burns due to service at fire scenes, crash scenes, and/or chemicals used in advanced crime scene procedures
 - Constant fingerprint dusting powders and dust and dirt associated with outdoor service locations
 - Pollen, insect and animal bites at any outdoor service location
 - Toxic chemicals used in advanced crime scene processing, containers formerly used to store/transport narcotics or evidence from arson scenes
 - Fumes of decomposing human or animal remains
 - Frequent handling of evidence suspected of being exposed to the Hepatitis, AIDS virus, humans suspected of having Tuberculosis or Meningitis, and being present

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at scenes where there is a great deal of blood shed

The essential functions and responsibilities of a Forensic Science Specialist will not be performed by the Intern.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.