CITY OF DAVENPORT
Department of Human Resources
226 West Fourth Street,
Davenport, IA 52801

https://davenportiowa.com/hr

INVITES APPLICATIONS FOR THE POSITION OF:
Civilian Crime Scene Technician 2021

An Equal Opportunity Employer

SALARY
$48,426.35 Annually

ISSUE DATE: 03/17/21
FINAL FILING DATE: 04/07/21

THE POSITION

Under general supervision performs work of moderate difficulty in crime scene documentation, evidence collection, forensic evaluation, detailed reporting, testifies in court, and performs related work as required.

EXAMPLES OF DUTIES

A Crime Scene Technician works in the field processing crime scenes, including locating, photographing, documenting, collecting and securing physical evidence. Crime Scenes include, but are not limited to: homicides, sexual assaults, armed robberies, shots fired, home invasions, and property crimes such as burglaries and criminal damage.

Photographs all types of crime and crash scenes to record the appearance of evidence using highly-skilled photographic techniques and 3D scanning technology. Photographs victims and suspects.

Locates, collects and secures physical evidence such as; but, not limited to: blood, body fluids, hairs and fibers, and weapons for forensic examination and uses as evidence in criminal prosecutions.

Searches for and develops latent prints at crime scenes and in a laboratory setting.

Obtains known fingerprints and palm prints of deceased individuals.

Produces castings and comparative photographs of footwear, tire tracks, and other impressions.

Uses various chemicals in the field and in the Evidence laboratory.

Physically secures crime scenes before processing for evidence.

Triages cartridge cases and enters images of cartridge cases into the National Integrated Ballistics Information Network (NIBIN) using the Integrated Ballistics Identification System (IBIS).

Maintains a working knowledge of federal and state statutes, court cases related to work performed, department rules and regulations, and Unit Standard Operating Procedures.
Writes detailed reports, thoroughly documenting actions and observations using proper grammar and punctuation, as well as maintaining records to ensure proper chain of custody of physical evidence.

Utilizes evidence barcode system.

Attends internal briefings held during the investigation of complex investigations.

Performs laboratory examinations of evidence, including specialized processing involving physical, chemical, and digital methods. Maintains accountability for the activities in the Evidence laboratory.

Performs examinations of suspected cannabis, effects correct identification, and testifies as an expert witness regarding the results of the examinations.

Utilizes laboratory equipment, chemicals, and instrumentation to obtain results.

Testifies in court proceedings in a knowledgeable and professional manner.

QUALIFICATIONS

Incumbent must be a graduate from an accredited college or university with a Bachelor’s Degree including course work in Forensic Science, Chemistry, Biology, Physics, or closely related physical or natural laboratory science.

OR

Incumbent must be a graduate from an accredited college or university with an Associate’s Degree including course work in Forensic Science, Chemistry, Biology, Physics, or closely related physical or natural laboratory science and possess two years of continuous work experience in a laboratory, crime scene field, or related work experience.

Have vision correctable to 20/20 in both eyes, and color vision consistent with the occupational demands of law enforcement. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

This position requires the employee to sit, stand, walk, talk, see, and hear. The employee is required to use hands to handle or operate objects, controls, reach with hands and arms, climb or balance, stoop, kneel crouch or crawl, see and smell. The employee must occasionally lift and/or move more than 50 lbs.

Possess and maintain a valid driver’s license for duration of employment.

Must be able to pass a thorough background investigation and polygraph exam. Review Background Check Guidelines (click here) and supplemental questions on application prior to completing and submitting application.

Must be able to pass a pre-employment physical as prescribed by the City of Davenport.

Must become an Iowa resident within two years of hire date and maintain residency throughout duration of employment (per Iowa Code 400.17).

Incumbent will be required to adhere to Professional Standards set forth by the Davenport Police Department addressing the display of tattoos. Tattooing of the head, neck or hands is forbidden. Any other tattoos must be covered with department-approved apparel in order to maintain a professional and uniform appearance.
Bilingual applicants are encouraged to apply

The work schedule involves a 5/2, 5/3 schedule. The incumbent will work five days, then have two days off, work five days, then have three days off. The work days and scheduled days off rotate weekly. Following the successful completion of training, the primary work hours will be 2:45 PM to 11:15 PM (four days each week) and 2:15 PM to 11:15 PM (one day each week). The incumbent must be available to work on-call on a rotating basis and, be available all hours during rotating on-call weeks.

Selection Process:
Examination: The examination/screening process will consist of the following sections with each section weighted as indicated (each section must have a 70% in order to continue in the process):

1. Written Examination: 30%
2. Interview: 70%

A written exam will be administered to qualified applicants on Friday, April 16, 2021, at 1:00 P.M. or 6:00 P.M. OR Sunday, April 18, 2021, at 1:00 P.M. or 5:00 P.M. at the Davenport Police Department, 416 N. Harrison Street. Applicants will be required to select one exam time. The written exam will be a competency test to determine knowledge related to the technical aspects of the crime scene technician position. Applicants must score a minimum of 70% to proceed in the selection process.

All applicants passing the written exam will be required to submit copies of high school diploma, certified transcripts and copies of diplomas from colleges or universities attended and complete a Personal History Statement (background questionnaire) and turn in the completed questionnaire at their scheduled interview time.

Interviews will be conducted April 26 – 30, 2021.

A civil service list of no more than 15 names is expected to be certified at the May 12, 2021 Civil Service Meeting.

Background investigations and polygraph exams will be conducted following certification.

Applicants who are disqualified at any step of this process are encouraged to reapply during the next recruitment process.

KNOWLEDGE AND SKILLS

An incumbent in this position must be able to complete detailed tasks with minimal errors and supervision.

Excellent verbal and written skills are important.

Ability to testify in court as an expert witness and maintain composure while under direct/cross examination in a court of law regarding forensic evidence and personal qualifications.

Ability to work in an organized and orderly manner keeping work areas, Evidence laboratory and evidence vehicles well maintained. Maintains equipment in a state of readiness.

Ability to work and communicate with all co-workers and supervisors, both sworn and non-sworn and provide quality professional service to the citizens of our community.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently.

Follows policy, cooperates with others and aligns behavior with the goals of the organization.
Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

Knowledge of the use of chemical and physical analysis instruments and/or equipment in the laboratory.

Knowledge of the nature of physical evidence and the proper collection procedures.

Knowledge of proper laboratory procedures and equipment, instrumentation, chemicals and other materials used in the laboratory.

Ability to determine size, color, smell and shape of objects in order to locate evidence.

Ability to follow laboratory procedures, observe reactions, record and interpret results, and arrive at conclusions.

Displays high standards of ethical conduct by refraining from dishonest behavior.

Interest and willingness to attend and complete specialized training when available.

The work requires exposure to dangerous chemicals that may be flammable, reactive, or toxic; and evidence that may be bio-hazardous.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
https://davenportiowa.com/hr
OR
226 West Fourth Street, Davenport, IA 52801

EXAM #1383
CEIVILIAN CRIME SCENE TECHNICIAN 2021
SV

Civilian Crime Scene Technician 2021 Supplemental Questionnaire

* 1. Do you possess a Bachelor's Degree including course work in Forensic Science, Chemistry, Biology, Physics, or closely related physical or natural laboratory science from an accredited college or university OR an Associate's Degree including course work in Forensic Science, Chemistry, Biology, Physics, or closely related physical or natural laboratory science from an accredited college or university AND possess two years of continuous work experience in a laboratory, crime scene field, or related work experience?

   Yes   No

* 2. Do you understand an email will be sent to you after the application deadline to schedule your testing time? You must be prompt as no one will be admitted after their scheduled test time. You must present government issued picture identification in order to be admitted to the test. Do you understand these instructions?

   Yes   No

* 3. Are any of your relatives presently employed with the City of Davenport or the Davenport Police Department? (This information is used to prevent a conflict of interest in the testing process).

   Yes   No

4. If you answered yes to the previous question, please list the names of the employees.
5. Please enter your Social Security Number.

6. Questions related to background disqualifications (7 - 14) must be answered truthfully. A polygraph will be administered to applicants to determine deceptive responses. Do you understand this?
   - Yes  - No

7. Have you ever been convicted of and/or received a deferred judgment for domestic violence?
   - Yes  - No

8. Have you been convicted of and/or received a deferred judgment for a felony?
   - Yes  - No

9. Have you been convicted of and/or received deferred judgments for four (4) or more misdemeanors (non-traffic) within three years (36 months) prior to March 17, 2021?
   - Yes  - No

10. Do you have one or more convictions or deferred judgments for an OWI offense within five years (60 months) prior to March 17, 2021? Individuals with two or more convictions or deferred judgments for an OWI offense within the last ten years will be disqualified.
    - Yes  - No

11. Have you ever illegally sold, delivered, distributed, or manufactured drugs?
    - Yes  - No

12. Have you used soft drugs, i.e. marijuana, (see Background Guidelines attachment for list), at least one time within three years (36 months) prior to March 17, 2021?
    - Yes  - No

13. Have you used hard drugs, i.e. cocaine, (see Background Guidelines for list) at least one time within five years (60 months) prior to March 17, 2021?
    - Yes  - No

14. Do you have any tattoos on the head, neck, or hands?
    - Yes  - No

15. Questions 7 - 14 reflect the most common automatic disqualifiers. A list of the automatic disqualifiers is found in the Background Guidelines in the job posting. If you have answered yes to any questions 7 - 14 or have any other automatic disqualifiers found in the Background Guidelines you are not eligible to test with Davenport Police Department this year. Do you understand?
    - Yes  - No

* Required Question