

CRIME SCENE ANALYST

CHAUTAUQUA COUNTY OFFICE OF THE SHERIFF

SALARY RANGE: \$28.20 - \$37.31/HOUR + BENEFITS

The Chautauqua County's Office of the Sheriff is currently accepting applications for the time of Crime Scene Analyst. This position is Full-Time at 40 hours per week. The Crime Scene Analyst is a civilian position within the Chautauqua County Sheriff's Office and is responsible for performing complex technical work in the field of criminal investigation support. In collaboration with the Crime Scene Investigator, this employee will manage the full forensic lifecycle, from securing and documenting crime scenes to cataloging, storing and disposing of evidence. This position is responsible for the oversight of all evidence management within the Sheriff's Office, including submissions from patrol, the jail and external agencies, ensuring compliance with Penal Law 400.05 and CPL guidelines. Supervision is received from a Crime Scene Investigator, or a higher ranking official, with considerable leeway for organizing work when not working on investigative assignments in the field. Does related work as required.

Typical Work Activities:

- Responds to crime scenes throughout Chautauqua County to investigate and collect a wide range of evidence;
- Responsible for forensic photography, latent print processing and DNA collection with strict adherence to chain-of-custody procedures;
- Reviews and complies with search warrants before scene entry and throughout investigations;
- Documents and submits search warrant inventories;
- Prepares and sends lab submission forms;
- Tracks and retrieves laboratory results;
- Manage in-house forensic processing and keep a detailed log of processed evidence;
- Provide evidence and court testimony, as required, by the District Attorney's Office;
- Coordinates purges and authorized disposals of evidence;
- Maintains communication with the District Attorney's Office, crime labs, Surrogate Court and other agencies, as required;
- Oversees quarterly reporting through eJustice and DCJS for various case types;
- Coordinates evidence disposition with Surrogate Court and pistol permit office;
- Returns firearms by performing background checks in accordance with State and Federal laws;
- Supplies deputies with personal protection equipment and procures supplies and materials for evidence management;
- Tracks, purges and destroys evidence in compliance with Penal Law 400.05 and CPL guidelines;
- Maintains communication with crime labs and liaise on case updates with investigating officers;
- Responsible for maintaining ongoing trainings and accreditation to meet evolving forensic and legal standards;
- Performs other related duties as assigned.

Positions will be filled on a provisional basis pending the outcome of a future dated Civil Service examination for this title. Incumbents will be chosen from approved applications received.

Chautauqua County offers a comprehensive benefits package which includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Flex Spending Account | - Personal Days |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

Minimum Qualifications: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Criminal Justice with a concentration in Crime Scene Investigation.

Additional Requirements:

1. Completion of NYS DCJS Crime Scene Photography, Crime Scene Specialist and Property Room Management trainings, as soon as training is available and logistically possible.
2. Ability to meet the regular transportation requirements in carrying out fieldwork assignments at time of appointment and during service in this classification.