

Code: 4373

Title: FORENSIC FIELD AGENT

**SUMMARY:** Removes and transports decedents from death scenes to the Forensic Science Center for postmortem examination; and performs related work as required.

**DUTIES/RESPONSIBILITIES:** (Work assignments vary and will be communicated to the applicant or incumbent by the supervisor.)

Removes deceased from death scenes and transports remains to the Forensic Science Center;  
Secures evidence under a strict chain of custody for proper court presentation, law enforcement use;  
Gathers pertinent information about decedent (i.e. time, climate, temperature and circumstances at time of death) from law enforcement officers and medical personnel at death scene;  
Performs routine inspection of death scenes for medications and suicide paraphernalia;  
Initiates and prepares documentation at the death scene to record decedent personal history, personal effects, next of kin, and valuables;  
Performs scene and evidence photography;  
Safeguards decedent's medications, personal property and valuables while transporting with deceased to the Forensic Science Center;  
Performs body/clothing inspection for personal property documentation upon arrival with decedent at the Forensic Science Center;  
Initiates and prepares identification band, associated paperwork, and logs decedents into the Forensic Science Center database;  
Treats deceased remains with care and in a professional manner and ensures that any evidence obtained at the scene is properly handled for preservation;  
Confirms identification of deceased and personal property prior to release from Forensic Science Center to funeral home;  
Transports medical specimens, bio-hazardous materials, medical records, evidence, supplies, equipment and inter-office mail within Pima County;  
Prepares duty logs and reports;  
Operates/drives assigned van in a safe manner;  
Responsible for care, and operator-level vehicle servicing and maintenance;  
May testify in a variety of judicial and quasi-judicial proceedings.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- . policies and procedures which must be observed at a crime, accident or death scene;
- . basic crime scene photographic techniques;
- . documentation and record keeping procedures;
- . traffic laws, ordinances and regulations governing the safe operation of motor vehicles;
- . medical terminology;
- . report preparation;
- . basic computer applications.

Skill in:

- planning, coordinating and conducting routine inspections of death scenes;
- safeguarding evidence when transporting from death scenes;
- communicating effectively, both orally and in writing;
- recording information accurately, maintaining records and preparing reports;
- reacting to difficult situations in a discrete and professional manner;
- safely operating and performing operator-level servicing, maintenance, and cleaning of motor vehicles;
- reading and interpreting street guides and maps.

MINIMUM QUALIFICATIONS:

A high school diploma or G.E.D. is required.

OTHER REQUIREMENTS:

Licenses and Certificates: A valid Class D Arizona driver's license is required at time of appointment.

Special Notice Items: Ability to successfully complete a background investigation by law enforcement agencies for the two year period prior to appointment is required. Department of Labor regulation CFR Part 1910.1030 requires notification that this category may have a high risk of exposure to bloodborne pathogens. Safety training and equipment, Hepatitis B vaccine, and tuberculosis screening will be provided in accordance with OSHA and Pima County guidelines and regulations.

Physical/Sensory Requirements: Ability to move and manipulate heavy objects; ability to work in environmental extremes of heat, cold, humidity, dust and irregular terrain; ability to withstand exposure to disturbing sights, noxious odors and work under emotionally charged circumstances; additional physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.