



## Office of the Services Commissions

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### **CIRCULAR No. 500** **OSC Ref. C.6655**

17<sup>th</sup> November, 2022

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Crime Scene Examiner (GMG/SEG 3) – temporary** in the **Independent Commission of Investigations (INDECOM) (Headquarters)**, salary range \$2,551,250 - \$3,032,634 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

The incumbent is responsible for the evaluation of crime scenes using various types of equipment and collecting, securing, preserving, packaging and maintaining chain of custody for all physical evidence. The incumbent is also responsible for submitting physical evidence for scientific evaluation and comparison to the Institute of Forensic Science and Legal Medicine Unit. He/she must also prepare detailed reports on the observations and activities at the scenes to include scene analysis and reconstruction for the Commission and testify in Court.

#### **Key Responsibilities**

- Manages and surveys scenes and reconstructing the events of crimes;
- Processes incident scenes;
- Collects gunshot residue stubs when applicable;
- Attends post mortems, collecting evidence from Pathologists and taking fingerprints (when applicable);
- Prepares and compiles Scene Reports and Statements which can be tendered for Court proceedings;
- Prepares Lab Submission Forms and submitting exhibits;
- Maintains chain of custody and securing exhibits that are not submitted for forensic analysis;
- Maintains and updates System Logs for processing, indexing, and tracking investigative information;
- Provides expert testimony in Court hearings.

#### **Required Knowledge, Skills and Competencies**

- Comprehensive knowledge of crime scene management, investigative policies, intelligence gathering techniques and prescribed investigative techniques
- Working knowledge of applicable criminal laws, rules of criminal procedure and relevant constitutional and statutory laws
- Comprehensive knowledge of the collection and storage of biological, chemical and ballistic material
- Knowledge of and/or ability to lift latent fingerprints
- Expert knowledge of identification and photographic techniques (with use of a DSLR camera)
- Ability to maintain sensitive and confidential material
- Ability to operate equipment and tools required in an investigation procedure
- Excellent management skills or ability to lead and motivate a team
- Excellent judgement, decision-making problem solving, communication, interpersonal, investigative skills

#### **Minimum Required Qualification and Experience**

- Certification in Crime Scene Investigations from an accredited institution or police force;
- Undergraduate degree in Natural Science, Forensic Science, Chemistry, Bio Chemistry or Management Studies;
- Three (3) years working experience in investigations.

Applications accompanied by résumés should be submitted **no later than Wednesday, 30<sup>th</sup> November, 2022 to: [hrd@indecom.gov.jm](mailto:hrd@indecom.gov.jm).**

**Please note that only shortlisted applicants will be contacted.**

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**



**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**