



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
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**CIRCULAR No. 260**  
**OSC Ref. C.6555**

9<sup>th</sup> June, 2023

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 (2 years)** in the **Complaints and Investigations Division, Independent Commission of Investigations (INDECOM) - (Headquarters)**, salary range \$4,594,306 - \$6,178,830 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**

**Responsibilities include, but not limited to:**

- Managing and surveying scenes and reconstructing the events of crimes;
- Processing incident scenes;
- Collecting gunshot residue stubs when applicable;
- Attending post mortems, collecting evidence from Pathologists and taking fingerprints (when applicable);
- Preparing and compiling Scene Reports and Statements which can be tendered for Court proceedings;
- Preparing Lab Submission Forms and submitting exhibits;
- Maintaining chain of custody and securing exhibits that are not submitted for forensic analysis;
- Maintaining and updating system logs for processing, indexing and tracking investigative information;
- Providing expert testimony in Court Hearings;
- Performing any other related duties that may be assigned from time to time.

**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, interpersonal and investigative skills
- Excellent oral and written communication 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.

**Special Conditions Associated with the Job**

- Irregular and unscheduled working hours;
- Agreeable office environment;
- Some field work (30% - 40%) required.

Applications accompanied by résumés should be submitted ***via email*** **no later than Thursday, 22<sup>nd</sup> June, 2023 to:**

[hrd@indecom.gov.jm](mailto:hrd@indecom.gov.jm)

Please note that only short-listed 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**