

CLASS TITLE: CRIME SCENE INVESTIGATOR (NON-SWORN)**SALARY GRADE:** 43 CIA

SUMMARY: The Crime Scene Investigator conducts technical work in processing crime scenes. Work involves ensuring the systematic and orderly documentation, collection, categorization, classification, safe transport and storage of evidence gathered at a crime scene and the presentation of the evidence in court. Employees work with considerable independence, subject to instructions or orders to meet special operating circumstances.

The following duties are normal for this classification. The omission of specific duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned. Specific duties listed may not be required for all positions within this classification but are determined by the normal requirements for the particular position.

ESSENTIAL JOB FUNCTIONS:

- Responds to the scene of field investigations to assist in the technical investigation of criminal and non-criminal scenes related to physical evidence collection, evaluation, and utilization, when requested.
- Performs laboratory examinations of evidence, including specialized processing involving physical, chemical, optical, and digital methods.
- Obtains non-testimonial evidence, including hairs, fibers, saliva, blood, and other body fluids from victims, suspects, and dead bodies.
- Prepares detailed reports of activities performed during laboratory and scene investigations.
- Provides testimony on forensic investigations and laboratory techniques in legal and administrative hearings.
- Photographs scenes and evidence.
- Obtains photographs of victims/suspects and documents the procedure in written format.
- Provide testimony as a witness in court.
- Note, mark, and photograph location of objects found, such as footprints, tire tracks, bullets, bloodstains, and takes measurements of the scene.
- Examine records and governmental agency files to find identifying data about suspects.
- Submits recovered items of evidence to laboratory personnel.
- Assists other personnel with cataloging evidence and placing items of evidence into storage.
- Assists in the research and/or development of new laboratory techniques.
- Must be able to attend out-of-town training and conferences.
- Must be able to interact with others in a positive manner.
- Requires regular and prompt attendance.
- Responds to on-call scene investigations during work hours, evenings, weekends, and/or holidays as needed.
- Performs other essential job duties as assigned.

WORKING ENVIRONMENT:

- Crime Scene Investigator positions involve exposure to and require the individual to function in the presence of the following:
 - Inclement weather, to include extreme heat/cold, rain, ice, wind, etc.
 - Light conditions associated with day and night
 - Fire, smoke, chemical leaks/spills – as close proximity as necessary to provide services
 - Personal danger, including but not limited to
 - Armed and/or dangerous persons, animals
 - Persons and/or articles with contagious/communicable diseases
 - Hazards associated with working in and around traffic.

ESSENTIAL PHYSICAL SKILLS:

- Work requires the ability to sit and stand for extended periods, occasional walking over possible rough or uneven terrain; bending, stooping, crouching in possibly confined spaces; the physical dexterity in the use of hand-eye coordination and manipulative skills in the use of finger and limbs.

EDUCATION AND EXPERIENCE:

- **Required:** 18 years of age; U.S. Citizen or possess a current permanent resident card; High School Diploma or GED; Valid Driver's License and a good driving history; Must pass background check; Basic computer skills (includes Microsoft Office and word processing applications)
- **Preferred:** Associate's or Bachelor's Degree in Criminal Justice, Chemistry, Biology, or other physical science; Experience in Forensics or Crime Scene Investigations with any International Association for Identification (IAI) Certifications.

ADDITIONAL REQUIREMENTS:

- Must obtain International Association for Identification (IAI) Certified Crime Scene Investigator Level 1 or greater within two years of employment and continually maintain certification.

MUST BE ABLE TO ATTEND ONGOING ADVANCED TRAINING IN THE FOLLOWING:

- Fingerprint Comparison
- Fingerprint processing including, but not limited to, the following techniques:
 - Brush and powder
 - Cyanoacrylate fuming and dye staining
 - Vacuum Metal Deposition
 - Chemical processing (Iodine, Indanedione, DFO, Ninhydrin, Silver Nitrate, Physical Developer)
- Forensic Photography
- Shooting Reconstruction and Trajectory Analysis
- Bloodstain Pattern Analysis
- FARO Crime Scene Mapping
- Alternate Light Sources and Full-Spectrum Imaging
- DNA Collection
- Trace Evidence Collection