GENERAL STATEMENT OF CLASS DUTIES

Performs entry-level professional work while receiving training in the principles, practices, methods, and techniques of forensic crime scene investigation and analysis. Incumbents work under close supervision and as the employee gains experience, assignments expand in complexity and scope.

DISTINGUISHING CHARACTERISTICS

This class performs entry level work while receiving on-the-job training in the investigation, identification, collection, preservation, packaging, transportation, and documentation of physical evidence at crime scenes and provides testimonial evidence to other investigators. This class is distinguished from the Forensic Scientist I who performs entry level professional forensic work while receiving on-the-job training in the methods, practices, procedures, and equipment of forensic science by applying physical sciences to the investigation of crimes and conducting scientific laboratory analyses on physical evidence.

This class is distinguished from the Crime Scene Investigator II, who performs full performance professional level forensic crime scene investigation and analysis work conducting field casework collecting, analyzing, and processing complex crime scene evidence.

Guidelines, Difficulty and Decision Making Level:

Procedures, methods, and techniques to be used are well established with options to be considered well defined. Tools, work aids, and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Duties assigned are primarily routine, repetitive, and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received and Quality Review:

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

Interpersonal Communications and Purpose:

Contacts with the public or employees where factual information relative to the organization or its functions are received, relayed, or a service rendered according to established procedures or instructions.

Level of Supervision Exercised:
**ESSENTIAL DUTIES**

Receives comprehensive instruction to identify, collect, preserve, package, document and present biological evidence, latent fingerprints, tire impressions, shoe impressions, tool marks, and other physical evidence on routine cases.

Learns how to process evidence in the laboratory to develop and preserve evidence.

Attends autopsies to photograph and videotape injuries and assist with the collection of additional evidence.

Prepares routine technical departmental reports and supplements.

Assists with documenting evidence for submission to the Property Management Bureau for storage.

Maintains proper chain of custody on evidence and proper packaging to preserve and prevent contamination.

Testifies in court as a witness in connection to the scenes processed and evidence recovered and preserved.

Performs other duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

**MINIMUM QUALIFICATIONS**

*Competencies, Knowledge & Skills:*

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

**Reading** – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

**Writing** – Recognizes and uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner, and produces written information which may include technical material that is appropriate for the intended audience.

**Technical Competence** – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one’s job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.
Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Technology Application – Uses machines, tools, instruments, or equipment effectively and utilizes computers and computer applications to analyze and communicate information in the appropriate format.

Research – Knowledge of the scientific principles, methods, and processes used to conduct a systematic and objective inquiry including study design, collection, analysis, and interpretation of data, and the reporting of results.

Oral Communication – Expresses information to individuals or groups effectively taking into account the audience and nature of the information, makes clear and convincing oral presentations, listens to others, attends to nonverbal cues, and responds appropriately.

Problem Solving – Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

Decision Making – Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish program goals, and causes change.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Diversity – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

Customer Service – Works with customers to assess needs, provide assistance, resolve problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Stress Tolerance – Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

Attention of Detail – Is thorough when performing work and conscientious about attending to detail.

Skill in performing measurements of evidence at crime scenes using a variety of manual, electronic, and computerized measuring devices.

Knowledge of the general operation of a variety of shotguns, rifles, handguns, knives, and other miscellaneous weapons.

Knowledge of the proper use of latent print powders, chemicals, cyanoacrylate fuming, alternate light sources, and specialized equipment to detect, locate, recover, and preserve trace evidence and biological fluids.

**Physical Demands:**

Standing: remaining on one’s feet in an upright position.
Walking: moving about on foot.
Lifting: raising or lowering an object from one level to another.
Carrying: transporting an object, usually by hand, arm, or shoulder.
Balancing: maintaining body equilibrium to prevent falling over.
Stooping: bending the body by bending spine at the waist.
Crouching: bending body downward and forward by bending legs.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hands.
Fingering: picking, pinching, or otherwise working with fingers.
Feeling: perceiving attributes of objects by means of skin receptors.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.
Far acuity: ability to see clearly at 20 feet or more.
Near acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distance and space relationships.
Field of Vision: ability to see peripherally.
Accommodation: ability to adjust vision to bring objects into focus.
Color Vision: ability to distinguish and identify different colors.

**Working Environment:**

Subject to varying and unpredictable situations.
Subject to many interruptions.
Pressure due to multiple calls and inquiries.

**Education Requirement:**

Bachelor's Degree in Criminal Justice, Chemistry, Biology, or a related field.

**Experience Requirement:**

One year of experience in crime scene processing that includes the techniques generally used in crime scene documenting and processing.

**Education/Experience Equivalency:**

Additional appropriate education may be substituted for the minimum experience requirement.

Additional appropriate experience may be substituted for the minimum education requirement. Volunteer experience and scholastic experience may substitute for up to one year of total experience.

**Licensure and/or Certification:**

By position, requires a valid driver's license at the time of application.

Ability to obtain IAI Certified Crime Scene Investigator, Level 1 certification within two years of employment.
CLASS DETAIL

**FLSA CODE:**  Non-Exempt

**ESTABLISHED DATE:**  8/4/2013

**ESTABLISHED BY:**  Blair Malloy