General Statement of Duties

Performs professional and supervisory work over forensic crime scene investigation staff members, provides leadership and direction, devises and evaluates performance standards for the assigned area, and develops long range and short term goals and objectives for the assigned area in conjunction with departmental plans and goals.

Distinguishing Characteristics

This class performs professional and supervisory work over forensic crime scene investigation staff members, provides leadership and direction, devises and evaluates performance standards for the assigned area, and develops long range and short term goals and objectives for the assigned area in conjunction with departmental plans and goals. This class is distinguished from the Crime Scene Investigator III, who performs full performance professional level forensic crime scene investigation and analysis work conducting field casework collecting, analyzing, and processing complex crime scene evidence and testifying in courts of law. This class is distinguished from the Forensic Scientist Supervisor, who performs professional and supervisory work over Forensic Scientists including planning, directing performance criteria for laboratory operations, and reviewing analytical casework and quality assurance/control program.

Guidelines, Difficulty and Decision-Making Level

Guidelines are in the form of stated objectives for the section, unit, function, or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit, or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability, and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs, or projects in various stages of completion.

Level of Supervision Received & Quality Review

Under managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communication & Purpose

Contacts are of a non-prescribed nature involving the negotiation and resolution of problems and where exceptional degrees of discretion, judgment, and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised

Supervises two or more Crime Scene Investigators.

Essential Duties

Directs and reviews the case work of crime scene investigators who identify, collect, preserve, package, document and present biological evidence, latent fingerprints, tire impressions, shoe impressions, tool marks, and other physical evidence;
Oversees processing of evidence in the laboratory to develop and preserve evidence;

Writes and reviews departmental reports and supplements;

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

Testifies in court as a witness and provides guidance to staff in connection to the scenes processed and evidence recovered and preserved;

Reviews, develops or modifies work plans, methods and procedures, determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments; encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems and mediates conflicts encountered during daily operations and determines appropriate solutions; promotes teamwork. Encourages regular communication, informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Ensures quality, effectiveness, and efficiency of unit activities and safety measures.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

By position, participates in planning and managing budget systems; prepares and presents budget recommendations to higher management; operates within budget parameters; adjusts work plans/activities as a result of budget changes.

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.

**Competencies**

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

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.

Planning and Evaluating – Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.
Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

<table>
<thead>
<tr>
<th>Knowledge &amp; Skills</th>
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<tbody>
<tr>
<td>Skill in performing measurements of evidence at crime scenes using a variety of manual, electronic, and computerized measuring devices.</td>
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<td>Knowledge of the general operation of a variety of shotguns, rifles, handguns, knives, and other miscellaneous weapons.</td>
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<tr>
<td>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.</td>
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<tr>
<td>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.</td>
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<tr>
<td>Knowledge of the concepts, principles, and theories of the composition, structure, and properties of substances and of the chemical processes and transformations including uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.</td>
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<th>Education Requirement</th>
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<td>Bachelor’s Degree in Criminal Justice or a related field.</td>
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<th>Experience Requirement</th>
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<td>Three (3) years of experience at the Crime Scene Investigator II level.</td>
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<th>Education &amp; Experience Equivalency</th>
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<td>One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.</td>
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<td>Additional appropriate education may be substituted for the minimum experience requirements.</td>
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<th>Licensure &amp; Certification</th>
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<td>By position, requires a valid Driver's License at the time of application.</td>
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<td>Ability to obtain IAI Certified Crime Scene Analyst certification, within one year of employment.</td>
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<td>It is a condition of employment that the Denver Police Forensics &amp; Evidence Division form for consent for collection of a DNA sample be completed at the time of hire.</td>
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<td>Licenses and certifications must be kept current as a condition of employment.</td>
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<th>Working Environment</th>
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<td>Subject to varying and unpredictable situations.</td>
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<td>Subject to many interruptions.</td>
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<td>Pressure due to multiple calls and inquiries.</td>
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Handles absentee replacement on short notice.
Potential exposure to chemicals, gas and low-level radiation.
Potential exposure to cold weather conditions (indoor/outdoor).
Potential exposure to hazardous anesthetic agents, body fluids, and bio-wastes.
Potential exposure to hazardous conditions where there is danger to life, body, and/or health.
Potential exposure to hazardous/toxic chemicals.
Potential exposure to hazards from electrical/mechanical/power equipment.
Potential exposure to hot and humid work environment.
Potential exposure to housekeeping/cleaning agents/chemicals.
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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.

**Background Check Requirement**
- Criminal Check
- Education Check
- Employment Verification
- By position, Motor Vehicle Record

**Assessment Requirement**
- Professional Supervisor

**Probation Period**
- Six (6) months.

**ClassDetail**
- Pay Grade: E-628
- FLSA Code: N
- Management Level: 7
- Established Date: 9/21/2018
- Established By: Lori Schumann
- Revised Date: 6/11/2019
- Revised By: Ryland Feno

Class History:
- 5/16/19 - updated distinguishing duties to include CSI III.
- 6/11/19 - Updated working environment verbiage.