



DATE	June 2016
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Crime Scene Investigator
DEPARTMENT/DIVISION: Police, Criminal Investigative Division
REPORTS TO: Police Department Crime Scene and Property and Evidence Unit Sergeant

SUMMARY: Responsible for the documentation, analysis, and preservation of evidence and crime scene information to assist in solving crimes; collects, packages, transports evidence found at crime scenes; analysis and comparison of latent fingerprint impressions; forensic preservation and analysis of electronic device evidence.

ESSENTIAL JOB FUNCTIONS:

- Investigates crime scenes onsite by documenting and collecting evidence, preserving and packaging evidence according to established standards.
- Analyze, process, and document crime scenes using various forensic techniques and processes including photography, digital video, measurements, and diagrams.
- Processes evidence by performing laboratory tests, analyses, classifications, comparisons, and identifications of all types of evidence from crime scenes.
- Lifts and identifies latent prints; prepares, submits, and conducts searches using Automated Fingerprint Identification System (AFIS) to identify suspects in criminal cases.
- Mixes and uses chemicals to process evidence and uses alternate light sources to locate latent prints, biological fluids, and other trace evidence.
- Completes lab reports and case supplement reports through case management.
- Testifies in court to present physical and photographic evidence collected.
- Provides training classes to sworn and non-sworn personnel.
- Responds to crime scenes and emergency situations during regular work hours, evenings, and after routine hours.
- Successfully complete required forensic training program and obtain required certifications.
- Performs latent print analysis, mobile forensic analysis under the supervision of assigned Criminalist.
- Ensure maintenance of processing lab and adherence to established standards and procedures.
- Ensure crime scene vehicles are properly maintained and adequate supplies for processing and preservation of evidence.
- Performs other duties as assigned which may include assisting the Property and Evidence Unit in maintaining care, custody, and control of all evidence.
- Transport evidence to and from labs.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Skilled in ACE-V method of latent print comparison.
- Ability to work independently or with a team.
- Ability to communicate effectively verbally, in writing, and with a police radio.
- Ability to work night or weekend shifts as required.
- Ability to grasp, handle, feel and type.
- Ability to use hand tools or power tools to perform job functions

- Ability to work with mathematical operations, methods, and functions.
- Ability to classify Fingerprint cards.
- Ability to work on-call, after hours with little or no supervision on most crime scenes.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited university with a Bachelor’s Degree in forensic science or related field.
- One (1) year of crime scene investigative experience;
- Completed a Basic 40 hour Crime Scene Investigations training course through TEEEX or similar agency.

WORKING CONDITIONS:

- While performing the duties of this job, the employee is regularly required to lift heavy items (up to 50 pounds), stand, walk, speak clearly, listen attentively, and occasionally speak/hear over the sound of traffic.
- Frequent reaching, sitting, standing, climbing, talking, seeing, and hearing.
- Able to grasp, handle, feel and type.
- Ability to work independently or with a team.
- Ability to communicate effectively verbally, in writing, and with a police radio.
- Work is performed in various, possibly hostile, environments and weather conditions.
- Ability to work night or weekend shifts as required.
- Direct contact with citizens, police personnel, city personnel, and outside agencies.
- Proficient in the use of technology including computer workstations and forensic investigative equipment.
- Ability to use hand tools or power tools to perform job functions
- Ability to work with mathematical operations, methods, and functions.

CONDITIONS OF EMPLOYMENT:

- Must pass a pre-employment drug screen
- Must pass a Polygraph and Psychological Exam
- Must pass a pre-employment physical exam
- Must pass a criminal history check
- Must pass forensic aptitude and ability testing
- Must pass a motor vehicle records checks and be insurable to drive city vehicles
 - Three (3) or more moving violations in the last three (3) years.
 - Three (3) or more preventable accidents in the last two (2) years.
 - Two (2) chargeable vehicle accidents within the past two (2) years,
 - Or any combination of three (3) or more of moving violations or preventable City accidents within the last three years.
- Must possess a valid Texas driver’s license