



CRIME SCENE INVESTIGATOR

DEPARTMENT: POLICE

Grade: 17

CHARACTERISTICS OF THE CLASS:

Under direction of the Crime Scene Manager, they are responsible for the development of fingerprints, collection of evidence, crime scene photography, and documentation of crime scene investigations. The incumbent takes and develops fingerprints and photographs, processes evidence, and testifies in court and at depositions. Duties occasionally require the viewing of victims of accidents or violent crimes. Work is reviewed through written and verbal reports.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Collects trace and latent fingerprint evidence from crime scenes, prisoners, and civilians; as well as develops fingerprints.
2. Operates standard, instant, and video photographic equipment in order to document investigations, evidence, and crime scenes. Maintains and stores digital files.
3. Photographs prisoners, crime scenes, police and city special events, and responsible for the city employee identification system.
4. Draft and files reports on investigations; operates computer equipment to inquire and input information.
5. Provides testimony in court proceedings.
6. Places evidence into property.
7. Cleans and maintains vehicle, lab, and photographic equipment.
8. Ability to work shift work to include weekends and holidays.
9. Ability to be in an on-call capacity at any given time to accommodate agency needs.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS:

A. Training and Experience:

High School Diploma or GED.

Bachelor's degree in a forensic science or crime scene related field. Five years of investigative experience may substitute for the formal education requirement.

200 hours of documented certified crime scene related classes in addition to the formal education requirement and/or five years of investigative experience.

Must possess a valid State of Florida Driver's License.

Special requirement: Employee must have passed an approved Basic Crime Scene Processing course or equivalent prior to the completion of the six (6) months Probationary Period.

B. Knowledge, Abilities and Skills:

- Knowledge of modern scientific methods and equipment used in criminal investigation.
- Knowledge of standard fingerprint collection, and recording practices.
- Knowledge of photography, including development and enlargement.
- Knowledge of crime scene processing methods, techniques, and practices.
- Ability to perceive, detect, and collect trace evidence such as, but not limited to, blood, soil, glass, paint smears, hairs or small fibers.
- Ability to view, touch, fingerprint, and photograph graphic injuries or human remains under difficult environmental conditions.
- Ability to document investigations and crime scenes in writing, accurately and competently.
- Ability to accurately measure, chart, and diagram findings in a crime scene.
- Ability to establish and maintain effective working relationships with fellow employees and the public.
- Ability to understand and follow verbal and written instructions.
- Ability to write and provide oral testimony in a clear and concise manner.
- Skill in the operation of photographic and recording devices.
- Knowledge of search and seizure law.
- Knowledge in court testimony.
- Skill in taking fingerprints.

C. Physical Requirements: 4

D. Environmental Requirements: 4

E. Sensory Requirements: 2, 5, 6, 7, 8, 9

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