

## SENIOR CRIME SCENE SPECIALIST

### JOB DESCRIPTION

**Classification Responsibilities:** A Senior Crime Scene Specialist performs forensic processing of evidence using a variety of traditional methods, including chemical processes and documents evidence through photography, notes, reports, and sketches in one of the following assignment areas:

***Crime Scene Unit Assignment:*** A Senior Crime Scene Specialist assigned to the Crime Scene Unit is responsible for the forensic processing of crime scenes, requiring specialized services in support of law enforcement activities. An employee in this class performs the following duties: photographs crime and accident scenes, including burglaries, robberies, deaths, thefts and assault victims, to record the appearance of evidence using highly-skilled photographic and evidence-gathering techniques; identifies, collects, and secures physical evidence, including: blood, body fluids, hair, fibers, and firearms for laboratory testing and use as evidence in criminal prosecutions; searches for and develops latent prints at crime scenes using a variety of methods, including chemical processes; photographs and fingerprints suspects, victims (including deceased individuals), witnesses, and applicants; produces castings of footprints, tire tracks, and other impressions; completes computer or hand-sketch composites; performs presumptive chemical tests on suspected drugs or blood evidence; testifies in court; and trains new Crime Scene Specialists and serves as a lead in the field. A major aspect of the duties includes writing detailed reports, establishing and maintaining records to ensure proper chain of custody of physical evidence, and performing technical and administrative report reviews. This class is responsible for performing related duties as required.

***Evidence Processing Unit Assignment:*** A Senior Crime Scene Specialist assigned to the Evidence Processing Unit is responsible for the processing of physical evidence submitted to the Police Department Forensic Services. Duties include: visual examination and chemical processing of physical evidence; preparation of samples for DNA analysis; using advanced photography techniques to document evidence; and collect and preserve physical evidence. Incumbents in the classification may also respond to crime scenes to consult or use chemical processes for which they are qualified and authorized. Other related duties include writing and reviewing technical reports, conduct training, and performing related duties.

**Distinguishing Features:** The Senior Crime Scene Specialist is a civilian position assigned to the Forensic Services section in the Police Department. This class is distinguished from the Crime Scene Specialist class by the technical work requiring greater expertise that is performed on more complex crime scenes and in the lab, such as chemical processing for latent print evidence and biological screening, as well as the use of technical equipment. Employees may progress to this class by noncompetitive promotion upon meeting the specific criteria-based promotion requirements. Incumbents in this class will provide guidance and training to Crime Scene Specialists or other Forensic Services personnel whose duties include evidence processing. This class is supervised by a Crime Scene Unit Supervisor who reviews work through reports, meetings, field observations, and overall results achieved. The work requires exposure to hazardous chemicals and evidence that may be biohazardous or carcinogenic. Incumbents in this class may be required to use a respirator when these elements may be present. A Senior Crime Scene Specialist position requires shift work, working weekends, and holidays (*by assignment*). This class is FLSA nonexempt.

## QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from an accredited college or university with an Associate's Degree in a related field (example: forensics, criminalistics, natural sciences) or at least 64 credit hours of college coursework towards a Bachelor's Degree. Three years of full-time experience working as a Crime Scene Specialist for the Mesa Police Department or a law enforcement agency or two years of full-time experience working in a laboratory processing evidence. Must meet all criteria required for criteria-based promotion from the Crime Scene Specialist class.

**Special Requirements.** Must possess a valid Class D Arizona Driver's License by the hire date. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required. Candidates given a conditional job offer will be required to successfully complete a psychological evaluation. Must meet the qualifications to wear a tight-fitting respirator by passing a medical evaluation in accordance with Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification (*Crime Scene Unit Assignment*).

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Graduation from an accredited college or university with a Bachelor's of Science in Biology/Biochemistry, Chemistry, or Forensic Science. Federal Bureau of Investigation (FBI) training in the field of forensics is also preferred.

## ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Communicates with sworn officers, coworkers, supervisors, and the public in answering questions, processing crime scenes, explaining procedures, and handling complaints. Interacts with victims and witnesses. Instructs and/or trains others in the classroom and in the field regarding crime scene processing techniques. Gives presentations at citizen academies, public schools, and college classes. Testifies in court. Produces detailed written crime scene reports.

**Manual/Physical:** Inspects and visually investigates crime scenes (example: burglaries, deaths, robberies, thefts, etc.) for the collection and preservation of evidence. Photographs, processes, and lifts latent prints. Casts shoe impressions. Uses special lighting techniques and equipment to make latent physical evidence visible. Works around or uses potentially hazardous materials requiring the use of specialized equipment. May be required to use a respirator when performing duties requiring exposure to hazardous chemicals and evidence that may be biohazardous and carcinogenic. Operates full-size vans requiring a standard Class D Arizona Driver's License to respond to crime scenes. Inspects fluid levels and tire pressure in vehicles, performs routine maintenance and repairs on equipment, and stocks

vehicles with supplies. Distinguishes colors when using chemicals or documenting crime scenes. Tests and evaluates new photographic techniques and equipment. Assembles composite drawings of suspects using information gathered from witnesses and utilizing a computer software program. Listens and communicates via police radio. Operates a laptop computer using various software programs and information management systems. Extended bending, twisting, as well as lifting heavy items may be required. Works in a variety of weather conditions while performing crime scene investigations.

**Mental:** Conducts crime scene investigations by analyzing the details of the case, matches found and stolen property, interprets the results of field drug testing, and writes detailed reports for investigative officers. Evaluates and verifies the work of other personnel. Determines procedures/methodology to be used when identifying, collecting, and processing evidence. Comprehends and makes inferences from written material, including procedure manuals and departmental administrative and field orders in order to learn and apply crime scene processing techniques. Performs basic mathematical calculations to measure distance. Understands and interprets schematic drawings and visual aids in order to assemble composite drawings of suspects from verbal or written descriptions. Learns job-related material in a classroom setting and through on-the-job training regarding the processing and preservation of physical and photographic evidence.

**Knowledge and Abilities:**

Knowledge of:

American National Standards Institute (ANSI) National Accreditation Board accreditation standards;  
Occupational Safety and Health Administration (OSHA) Safety requirements;  
Material Safety Data Sheets (MSDSs);  
applicable Arizona State Revised Statutes;  
applicable scientific technical working Groups requirements (for Discipline/Unit assigned);  
applicable professional organizations (for Discipline/Unit assigned);  
law enforcement activities; and  
the organization of a police department; and the functions of a police forensics laboratory.

Ability to:

read maps and learn the geography of the City;  
observe and recall details;  
perform photographic techniques and methods, including the use of a variety of film, digital equipment, lighting, filtration, infrared, and ultraviolet techniques;  
use powders and chemicals to process scenes for latent fingerprints and subsequent lifting/photographing;  
perform standard techniques for classification, development, transfer, and chemical processing of fingerprints;  
perform the techniques for gathering and preserving physical evidence;  
use the rules of evidence and court methods and procedures;  
use the hazards and safety precautions related to crime scenes, chemicals, and equipment used in processing evidence;  
perform gunshot residue testing and field drug testing;  
present accurate and professional testimony in court;  
train volunteers, citizens, and department personnel in the forensic disciplines and functions of the

Senior Crime Scene Specialist

Page 4

Forensic Services section;

train, instruct, and evaluate Crime Scene Specialists or unit volunteers in the scope of their duties; and establish and maintain effective working relationships with associate personnel, federal, state, and regional law enforcement agencies, court personnel, and the public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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CS4334.DOCX

EEO-Tech

JOB FCTN-TEC

INCREMENTS 54-200

PAY GRADE: 48

PAY GRADE: 48

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