

## CRIME SCENE SPECIALIST

### JOB DESCRIPTION

**Classification Responsibilities:** A 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 Crime Scene Specialist is responsible for identifying, collecting, and preserving evidence at crime scenes in support of law enforcement activities. An employee in this assignment performs the following duties: photographs crime and accident scenes including homicides, kidnappings, burglaries, robberies, deaths, assaults, and thefts 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; photographs and fingerprints suspects, victims (including deceased individuals), witnesses, and applicants; produces castings of footprints, tire tracks, and other impressions; uses a variety of chemicals to enhance biological evidence; and testifies in court. A few major aspects of the duties include writing detailed reports, establishing and maintaining records to ensure proper chain of custody of physical evidence, and completing report peer reviews. This class is responsible for performing related duties as required.

***Evidence Processing Unit Assignment:*** A 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 photography techniques to document evidence; and collecting and preserving 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, conducting training, and performing related duties.

**Distinguishing Features:** The Crime Scene Specialist is a civilian position assigned to Forensic Services. Employees in this class participate in an on-the-job training program as part of their regularly scheduled duties. A Crime Scene Specialist may also participate in laboratory processing. Work requires the exercise of initiative and independent judgment in implementing established work methods and procedures. Employees in this class may progress by noncompetitive promotion to Senior Crime Scene Specialist upon meeting the specific criteria-based promotion requirements. Supervision is received from 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 Crime Scene Specialist position requires shift work including graveyard hours, working weekends, and holidays. 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.** Completion of at least 64 credit hours of college coursework from an accredited college or university with a grade point average of 2.0 (out of a possible 4.0) or better; or graduation from an accredited college or university with an Associate's Degree; or have at least two years' full-time experience as a Crime Scene Specialist (or equivalent) with a law enforcement agency.

**Special Requirements.** Must possess a valid Arizona Driver's License by hire date. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required. 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. Candidates given a conditional job offer will be required to successfully complete a psychological evaluation.

**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.** Coursework in photography, criminalistics/forensic science, and natural science courses (biology/biochemistry or chemistry) is highly desirable. Preference will be given to applicants who have graduated from an accredited college or university with a Bachelor's Degree in Biology/Biochemistry, Chemistry, or Forensic Science. Federal Bureau of Investigation (FBI) training in the field of forensics, or at least one year of law enforcement experience (including evidence collection, report taking, investigation, and fingerprinting) is also preferred. Crime Scene Technician Certification through the International Association for Identification (IAI) within two years of hire or promotion date is desirable.

## **ESSENTIAL FUNCTIONS**

**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 regarding crime scene processing techniques. Presents accurate and professional testimony in court. Produces detailed written crime scene reports.

**Manual/Physical:** Inspects and visually investigates crime scenes (homicides, assaults, kidnappings, 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 with chemicals, powders, and body fluids using personal protective equipment according to prescribed safety standards and regulations. 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 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. Determines procedures/methodology to be used when identifying, collecting, and processing evidence. Observes and recalls details. 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. Reads maps and learns the geography of the City. 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 Society of Crime Lab Directors - Laboratory Accreditation Board (ASCLD/LAB) 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;  
learn photographic techniques and methods including the use of a variety of film, digital equipment, lighting, filtration, infrared, and ultraviolet techniques;  
learn to use powders and chemicals to process scenes for latent fingerprints and subsequent lifting/photographing;  
learn standard techniques for classification, development, transfer, and chemical processing of fingerprints;  
learn the techniques for gathering and preserving physical evidence;  
learn the rules of evidence and court methods and procedures;  
learn the hazards and safety precautions related to crime scenes, chemicals, and equipment used in processing evidence;  
learn gunshot residue testing and field drug testing;  
present accurate and professional testimony in court; and  
establish and maintain effective working relationships with associate personnel; federal, state, and regional law enforcement agencies; court personnel; and the public.

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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.

Revised 4/18

TR/rb/kc

CS3828.DOCX (Full-time)

PAY GRADE: 44

CS3990.DOCX (Part-time)

PAY GRADE: 44

EEO-Tech

IND-7720

JOB FCTN-TEC

SWORN-No

INCREMENTS 44-200