



Job Title	Crime Scene Investigator	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	6	Job Code	16605

Class Specification – Crime Scene Investigator

Summary Statement:	
<p>The purpose of this position is to respond to major crime scenes in order to document and preserve the crime scene; identify, locate, and collect evidence; and assist scene detectives in determining the nature of evidence located and the sequence of events at a scene. This is accomplished by photographing, videotaping, and 3D scanning the scene and completing a diagram utilizing triangulation or a baseline method of measuring. Additionally, information is discussed with detectives to determine which items found on scene are critical to the investigation; and then processing the evidence items on scene, collecting, packaging, and properly documenting each item accordingly. Other duties include processing vehicles used in various crimes for evidence, processing items of evidence submitted from patrol officers and detectives for fingerprints and DNA; attending autopsies of all homicide victims and child and infant deaths to document the autopsies and collect any relevant evidence; and providing training to law enforcement personnel and the public.</p>	
Essential Functions	Note: Regular and predictable attendance in the performance of this job is an essential function.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
30%	Performs crime scene processing by bending, kneeling, crawling, climbing, and standing to collect, document, and preserve various items of evidence often in less than desirable conditions due to weather extremes and/or scene conditions.
25%	Performs evidence processing by fingerprinting items using various techniques and chemicals, collecting biological samples for DNA testing, and packaging items and documenting each item for entry into evidence and use in court at a future date.
25%	Performs other assigned tasks by entering and verifying data in various databases, completing photo requests and fingerprinting items collected by Colorado Springs Police Department (CSPD) employees when requests are received; and provide training to law enforcement personnel for disciplines related to crime scene investigation, fingerprinting, and photography.



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20%	Provides report writing, court preparation, and expert testimonies including use of computer programs to complete reports and diagrams, and reviews photographs taken at the scene to complete court reports; and completes complex analysis of evidence to include bloodstain spatter analysis, crime scene reconstructions, bullet trajectory and flight path determination, footwear comparison, and offer opinions in court as expert witness testimony.
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Competencies Required:	
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.	
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	

Technical Skills Required:	
Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.	



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Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, and technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.

Experience: Three years of full-time responsible investigatory, forensic, or related law enforcement experience. A bachelor's degree in a related field may be considered in lieu of this experience.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:

Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instruction, and scheduling work.

Supervision Received:

Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility:

This job title has no budgetary responsibility.



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Physical Demands:
Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly

Environmental Conditions	Frequency
Primary Work Environment	Office with some outside
Extreme Temperature	Several times a month
Wetness and Humidity	Several times a month
Respiratory Hazards	Several times a month
Noise and Vibrations	Several times a month
Physical Hazards	Several times a month
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Frequently

Machines, Tools, Equipment, and Work Aids:
Computer, printer, copier, scanner, telephone, standard office equipment, scene scanner, camera, hand and power tools, trajectory tools, crime scene truck, ladders, measuring devices, specialized crime scene processing instruments (such as electrostatic lifters and cyanoacrylate fuming chambers) specialized processing chemicals, and dictation equipment.

Specialized Computer Equipment and Software:
National Crime Information Center (NCIC)/ Colorado Crime Information Center (CCIC), Microsoft Office, Photoshop, Crime Zone, other related databases, DIMS, and LIMS.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: July 2014