

# CITY OF SIMI VALLEY

## CRIME SCENE INVESTIGATOR I/II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general supervision (I) or direction (II), conducts crime scene investigations to identify, collect, analyze, record, process, and preserve physical evidence related to criminal investigations; assists investigators in the reconstruction and interpretation of crime scenes; uses a variety of photographic and specialized equipment including computer software programs; develops latent prints using mechanical and chemical methods; performs latent print comparisons and gives expert testimony in court; and, performs related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

**Crime Scene Investigator I** – Positions at this level are responsible for performing job duties independently, but may require direction when working with complex crime scene investigation duties. Incumbents do not function with the same amount of professional knowledge or skill level as positions allocated to the Crime Scene Investigator II level, and exercise less independent discretion and judgment in matters related to complex work procedures and methods. Advancement to the “II” level is based on demonstrated proficiency in performing the assigned functions, and is at the discretion of higher level supervisory or management staff.

**Crime Scene Investigator II** – This is the advanced journey-level class within the Crime Scene Investigator series. Positions perform duties with infrequent instruction or assistance when new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions at this level are distinguished from Crime Scene Investigator I by the performance of the full range of duties as assigned, and the independent handling of complex crime scene investigation duties. Positions at the II-level may provide training and perform lead activities over I-level positions, and are expected to exercise advanced judgment and initiative. Positions in this class series are flexibly staffed and positions at the Crime Scene Investigator II level are normally filled by advancement from the Crime Scene Investigator I level.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Identify, collect, analyze, and preserve physical evidence from major crime scenes; ensure all evidence is documented appropriately; take photographs and video of crime scenes and major traffic accidents.
2. Assist investigators in reconstructing crime scene events, including bloodstain and shooting incidents.
3. Assist with the implementation of search warrants; take photographic documentation of the location and collect and document evidence.
4. Process latent fingerprints/imprints at crime scenes and in the laboratory; perform complex examinations of latent print and inked print impressions; testify as an expert witness in latent print processing and identification.
5. Recover impression evidence using a variety of casting materials.
6. Photograph and process suspects and victims for evidence.

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7. Attend autopsies to document findings and collect evidence.
8. Coordinate examination and presentation of specific evidence items by appropriate authorities.
9. Operate a variety of crime scene investigative equipment including, but not limited to, photographic equipment, laser/alternate light source equipment, laboratory equipment, and evidence collection devices.
10. Prepare scale diagrams and written reports on actions, observations, and conclusions at crime scenes and laboratory findings using modern computer software programs; perform video and image clarification tasks using computer software programs.
11. Participate in the development of crime scene investigation policies and procedures; make recommendations for changes and improvements to existing standards and procedures.
12. Arrange lab equipment maintenance; conduct lab safety checks; purchase crime scene supplies for the Police Department.
13. Make recommendations and assist in the preparation of the unit budget.
14. Stay abreast of new trends in the field of crime scene investigation and evidence collection; read appropriate literature and journals; attend training as required.
15. Provide field and laboratory crime scene investigation training; provide input and feedback to work unit manager regarding performance of lower-level staff (II-level only).
16. Respond to call outs for major crime scenes and traffic accidents.
17. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Modern methods, practices, and techniques of crime scene investigation and collection of evidence.  
Advanced techniques of latent fingerprint processing.  
Methodology and history of latent fingerprint examination.  
Appropriate steps for bloodstain patterns and trajectory determinations.  
Methods and techniques of photography.  
Principles and practices of laser and alternate light source use.  
Occupational hazards and standard safety practices.  
Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

Perform crime scene investigations.  
Collect, process, analyze, and document crime scene evidence.  
Reconstruct events, including bloodstain and shooting incident scenes.  
Operate a variety of crime scene investigative equipment in a safe and effective manner.  
Perform complex fingerprint processing and identification tasks.  
Work irregular hours, including hours outside of the standard work schedule.  
Work safely and adhere to principles of safety when working near traffic or in other environments.  
Prepare clear and concise reports and diagrams using computer word processing programs.  
Work independently in the absence of supervision.  
Plan and organize work to meet changing priorities and deadlines.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Crime Scene Investigator II:**

Oversee the work of lower-level staff.  
Provide training and assign tasks to lower level staff.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to an associate degree in forensic technology or a related field, or completion of a forensic/field evidence technician certification program.

**Experience:**

One year (I-level) or three years (II-level) of crime scene investigation experience.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver license.

**Crime Scene Investigator I:** Possession of a Latent Print Examiner certificate or proof of proficiency testing is required within one year of hire.

**Crime Scene Investigator II:** Possession of a Latent Print Examiner certificate or proof of proficiency testing, and acceptance as an expert witness in latent print examination is required upon hire.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Office, laboratory and field environment; travel from site to site; exposure to heat, cold, noise, dust, potentially hazardous materials, electrical energy, moving objects/vehicles, inclement weather conditions; work or inspect in confined spaces; irregular work hours.

**Physical:** Primary functions require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; moderate or light lifting and carrying; bending, stooping, kneeling, crawling; operating motorized equipment.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and examine small details.

**Hearing:** Hear in the normal audio range with or without correction.

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