

CITY OF  
SIMI VALLEY

**CRIME SCENE INVESTIGATOR TRAINEE**

*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 direct supervision, learns to conduct crime scene investigations to identify, collect, record, process, and preserve physical evidence related to criminal investigations; learns to use a variety of photographic and specialized equipment including computer software programs; learns to develop latent prints using mechanical and chemical means; learns to perform latent print comparisons; testifies in court; and, performs related duties as required.

**DISTINGUISHING CHARACTERISTICS**

This is the training level class in the Crime Scene Investigator series. This class is distinguished from the Crime Scene Investigator by the performance of the more routine tasks and duties assigned. Since this is an entry-level class, employees may have only limited or no directly related work experience. Under this class series, employees in the Crime Scene Investigator Trainee classification may progress to Crime Scene Investigator once they have mastered the full range of duties performed and obtained required education/certifications.

**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. Learn to identify, collect, 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. Learn to evaluate bloodstains and bullet trajectories at crime scenes.
3. Learn to process latent fingerprints/imprints at crime scenes and in the laboratory; perform the more routine examinations of latent prints and inked print impressions.
4. Recover impression evidence using a variety of casting materials.
5. Coordinate examination and presentation of specific evidence items with appropriate authorities.
6. Learn to 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; learn to perform video and image clarification tasks using computer software programs.
7. Prepare reports and related documents using modern computer software programs.
8. Stay abreast of new trends in the field of crime scene investigation and evidence collection; read appropriate literature and journals; attend training as required.
9. Testify in court as necessary.
10. 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:**

English usage, spelling, grammar, and punctuation.  
Modern office procedures, methods, and computer equipment.  
Occupational hazards and standard safety practices.

### **Ability to:**

Learn modern methods, practices and techniques of crime scene investigation and collection of evidence.  
Learn the techniques of latent fingerprint processing.  
Learn the methodology and history of latent fingerprint examination.  
Learn appropriate steps for bloodstain patterns and trajectory determinations.  
Learn methods and techniques of photography.  
Learn the principles and practices of laser and alternate light source use.  
Learn pertinent federal, state and local laws, codes and regulations.  
Perform crime scene investigations.  
Collect, process, preserve, and document crime scene evidence.  
Operate a variety of crime scene investigative equipment in a safe and effective manner.  
Work irregular hours.  
Testify in court.  
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.  
Plan and organize work to meet changing priorities and deadlines.  
Work independently in the absence of supervision.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**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 completion of high school is required. An Associate's degree or certificate in forensic technology or a related crime scene investigation field is desirable.

### **Experience:**

One year of police support or other related experience is desirable.

### **License or Certificate:**

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

Possession of, or ability to obtain, a Basic Field Evidence Technician certificate within one year.

## **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.

**Crime Scene Investigator Trainee (Continued)**

**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.

Adopted: June 2004

Revised: July 2013