



<b>Job Title</b>	<b>Senior Crime Scene Investigator</b>	<b>FLSA Status</b>	<b>Non-Exempt</b>
<b>Band</b>	<b>PAR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>6</b>	<b>Job Code</b>	<b>16606</b>

## Class Specification – Senior Crime Scene Investigator

### **Summary Statement:**

The purpose of this position is to respond to major crime scenes, document the scene, and collect evidence; and assist crime scene detectives in determining the nature of evidence and sequence of events at a crime scene. This is accomplished by photographing and videotaping the crime scene completing a diagram including various pieces of evidence using triangulation and a baseline method of measuring; collecting information from detectives; determining which items found on scene are going to be the most probative in determining what happened at a crime scene; and collecting and processing evidences on scene and documenting each item packaging them appropriately. Other duties include processing vehicles used in crimes for evidence, processing items of evidence submitted from patrol officers and detectives for fingerprints and DNA; attending autopsies of all homicide victims including child and infant deaths; documenting the autopsies and collecting any relevant evidence; and providing training to law enforcement personnel.

### **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 investigation processing by bending, kneeling, crawling, climbing, and standing to preserve and document items of evidence, often in less than desirable conditions due to weather extremes and scene conditions.
25%	Performs evidence processing by fingerprinting items using various techniques and chemicals; collecting of biological samples for possible DNA testing; and packaging items and documenting each item for entry into evidence and use in court later.
25%	Enters and verifies data in various databases, completes photo requests and fingerprinting items collected by Colorado Springs Police Department (CSPD) employees when requests are received; and provides training to law enforcement personnel for disciplines related to crime scene investigation, fingerprinting, and photography.
20%	Provides report writing, court preparation, and expert testimony including the use of computer programs to complete reports, diagrams, and reviewing photographs taken at the scene to prepare for court testimony. Completes complex analysis of evidence to conduct blood stain spatter analysis, crime scene reconstructions, bullet trajectory/flight path determination and footwear comparison, and then offer opinions in court as expert witness.



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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.

**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:** Equivalent to the completion of the twelfth grade (high school diploma or GED) supplemented by a minimum of 120 hours of documented training in one additional recognized specialized forensic discipline, such as crime scene reconstruction and event sequencing, latent print comparisons, bloodstain pattern analysis, bullet trajectory determinations, footwear and/or tire tread impression comparisons. This would require that they annually take and successfully complete proficiency testing in that discipline which would then qualify them to offer expert testimony in that discipline.

**Experience:** Five years of full-time responsible experience as a crime scene investigator.



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<b>Certifications and Licenses:</b> Must possess or be able to acquire the following certifications and/or licenses.	
Certified Crime Scene Investigator	Within one year of start date
Certifications required in accordance with standards established by departmental policy.	

<b>Supervision Exercised:</b>
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.
<b>Supervision Received:</b>
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.

<b>Fiscal Responsibility:</b>
This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

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

<b>Environmental Conditions</b>	<b>Frequency</b>
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

<b>Machines, Tools, Equipment, and Work Aids:</b> All 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, cyanoacrylate fuming chambers, etc.) specialized processing chemicals, and dictation equipment.
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**Specialized Computer Equipment and Software:** Experience with National Crime Information Center (NCIC) Colorado Crime Information Center (CCIC), Microsoft Office, Photoshop, Crime Zone, and DIMS, LIMS, other related databases.

*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