

WASHINGTON COUNTY

Job Description

JOB TITLE: Crime Scene Specialist

Exempt (Y/N): Yes

DATE PREPARED: August 2008

DEPARTMENT: Sheriff's Office

SUPERVISOR: Sergeant

SUMMARY:

The Crime Scene Specialist is an investigator with the experience, knowledge, and specialized training in collecting, protecting, photography, preserving and identification of evidence for criminal prosecution. Once on the scene of a crime the Crime Scene Specialist is the officer in charge of the crime scene and is responsible and accountable for integrity of the crime scene and all evidence related to the crime scene. This position must meet all commission on law enforcement standards and training requirements including but not limited to jail standards and must be a certified law enforcement officer meeting all training and experience requirements for the position.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Conducts crime scene searches under extreme conditions to gather physical evidence, such as latent fingerprints, hair, fibers, blood, and projectiles, shell casings and tire and tool marks.
2. Prepares detailed evidence submissions forms for use by State Crime lab personnel, which outline the specific test to be performed on evidence (i.e., drug analysis, serology, toxicology, firearms/tool marks, etc.) and the sequence in which the test should be performed.
3. Creates scale drawings of crime scenes, utilizing computer aided drafting, which include the location of the crime, evidence reference points, exact distances, and trajectory of bullets: creates cast impressions of shoe, tool, tire and hand marks found at crime scenes.
4. Lifts, photographs, and develops latent prints found at crime scenes, utilizing print enhancement chemicals and photography equipment.
5. Identify, photograph, collect and preserve biological material for DNA evidence.
6. Prepares detailed narrative and technical reports for each crime scene investigated which includes a detailed summary of all evidence: maintains files for each case.
7. Meets with prosecuting and defense attorneys to discuss cases or to provide formal depositions regarding crime scene information and physical evidence.
8. Testifies in court regarding evidence collected at crime scenes, the condition of the crime scene, and the methodology employed in the collection and testing of the evidence.
9. Meets with State Crime Lab personnel to discuss crime scene data and testing methods utilized on evidence.

10. Transport evidence to and from the hospitals and the State Crime Lab.
11. Conducts chemical test on blood, drugs, body fluids, fibers, etc., found at crime scenes to provide physical evidence to the prosecutor: ensures the security and integrity of all evidence processed.
12. Extracts gunshot residue from victims, suspects, and inanimate objects at crime scenes: operates a metal detector to locate projectiles and shell casings.
13. Operates photography equipment to photograph crime scenes.
14. Interprets evidence collected at crime scenes to develop a forensic evaluation of the suspect's physical and behavioral characteristics.
15. Analyzes crime scene information, such as blood spatter patterns to determine specific crime scene information (i.e., type of weapon used, suspect's proximity to the victim, and velocity of the weapon at impact).
16. Develops lesson plans which meet State Minimum Standards for law enforcement officers; trains Police Officers in crime scene security and evidence collection and preservation.
17. Conducts instructional courses and seminars for law enforcement agencies regarding crime scene searches: conducts crime scene searches for law enforcement agencies as required.
18. Officer in Charge once on a crime scene.
20. Performs other related duties as required.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

SUPERVISORY RESPONSIBILITIES:

At the scene of a crime the Crime Scene Specialist is the officer in charge and is responsible and accountable for the integrity of the scene and all evidence related to the scene. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws.

EDUCATION and/or EXPERIENCE:

Graduation from High School or GED with four years or more of college courses and six years of law enforcement experience at the Detective level; or equivalent experience with no post high school education; completion of jail standards certification training course and state certification through the Arkansas Law Enforcement Academy; and annual firearms including pistol and shotgun qualifications. Certification as an Advanced Crime Scene Technician. In-depth knowledge of law enforcement, court system, protection from blood-related and /or other viruses, County policies and procedures and federal and state laws. Self defense and physical constraints procedures are also required. Must complete the instructor's certification course and be able to teach at least one specialty area, as well as the Field Training Officer Certification Course) are mandatory.

OTHER SKILLS and ABILITIES:

The individual in this position must be familiar with and have ability to operate the AFIS (Automated Fingerprint Identification System) and have ability and qualifications to be certified to operate the ACIC (Arkansas Crime Information Center) and NCIC (National Crime Information Center) computer.

Must not have a felony conviction of any kind and before selection into this position, must be able to withstand a complete background investigation, polygraph examination and credit history report and in addition, must complete a physical and mental evaluation as part of the employment requirements within the first thirty days after hiring date.

The incumbent must be able to perform all the following as well as supervise others in the following: physical and mental stamina to fire weapons, must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment; good powers of observation and memory and the ability to train others in the apprehension and detention of felons. Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of county, state, and federal laws making decisions and taking action quickly. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters. The incumbent also should be able to effectively operate a breath analyzer, calculator, PC computer, AFIS computer, radio and typewriter. Must possess a valid Arkansas Driver's License.

PHYSICAL DEMANDS:

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to stand; walk, sit; drive vehicle; use hands and fingers to handle, or feel objects, or controls; reach with hands and arms; talk and hear; and taste or smell. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here 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 functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, risk of radiation, and vibration.

The noise level in the work environment is usually moderate to loud.