City of Bellingham
Classification Specification - Civil Service or AFSCME

CLASS TITLE	**Crime Scene Investigator**
DEPARTMENT	**Police**
UNION:	**POLICE GUILD**
SG:	**30**
CS:	**Promotional**
FLSA:	**Y**
EE04CODE:	**PS**

NATURE OF WORK:

Primary focus of this position is performing the administrative and technical duties for the collection, custody and care of evidence gathered at crime scenes. Performs duties associated with crime scene investigation and evidence handling as well as the operation of photographic equipment, evidence recovery equipment, fingerprint recovery and computer systems as they relate to crime scene investigations. When not performing the duties of Crime Scene Investigator, performs all duties under the job title of Police Officer (full performance).

DISTINGUISHING CHARACTERISTICS:

Position is distinguished from other Police positions by exercising responsibility for the technical aspects of evidence gathering, protection of crime scenes, photography, evidence handling, fingerprint classification and crime scene investigation.

SUPERVISORY RELATIONSHIPS:

Works under direct supervision of the Evidence and ID Sergeant. May give directions to all officers at a crime scene.

ESSENTIAL FUNCTIONS:

1. Responds to crime scene calls; secures and controls crime scene; administers aid; takes measurements and makes scale drawings of crime scene; identifies, locates, collects, gathers, impounds and/or preserves evidence; secures witness statements; arrests suspects.

2. Responsible for care, custody and preservation of physical items impounded at crime scene location; when necessary, prepares evidence for shipment to other crime labs for further processing.

3. Photographs and/or video tapes crime scenes (including victims and evidence) using the most current photo/video equipment and techniques; downloads media feed to file.

4. Identifies and lifts latent fingerprints from crime scene and/or evidence and develops prints in the crime lab using appropriate materials and techniques; classifies and enters into statewide computer fingerprint system, all fingerprints related to crime scene.

5. Collects hair, fibers, samples of blood or other bodily fluids from crime scene for further analysis.

6. Attends post-mortem exams conducted by the -Medical Examiner and/or medical personnel to gather evidence and take photographs.

7. Presents testimony in court relating to crime and crime scene, including information regarding victims, suspects, evidence, etc.

8. Performs all duties of full performance Police Officer when not working on crime scene investigation cases.

9. Works with other law enforcement agencies on multi-jurisdictional investigations.

10. Performs specialized investigative assignments (e.g., raids, searches, homicide, etc.)

11. Performs related duties as assigned.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):

- Knowledge of department policies and procedures as they pertain to crime scene investigation.
- Knowledge of and ability to apply the rules of evidence pertaining to both criminal and civil law.
- Working knowledge of Forensic Sciences in order to work with various crime labs (state and FBI).
- Working knowledge of photography and photographic equipment.
- Knowledge of and ability to use appropriate safety measures when working with hazardous materials including bloodborne and air borne pathogens.
- Supervisory skills in order to maintain a crime scene and efficiently collect evidence.
- Ability to maintain effective relations with co-workers and with a diverse public.
- Ability to communicate effectively, both verbally and in writing, in order to gather information, to deliver clear and accurate court testimony and to prepare complete and concise written reports.
- Ability to react quickly, calmly and appropriately in emergency situations.
- Ability to safely handle fire arms and motor vehicles.
- Ability to work independently with minimal supervision.
- Ability and willingness to work variable shifts including night, weekend and legal holiday hours.
- Ability and willingness to maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.
- Physical abilities to perform the essential functions of this classification as well as the full performance Police Officer classification, including:
    - Physical strength to restrain and control persons and physically defend self;
    - Physical agility in slippery conditions, mountainous or uneven terrain;
    - Manual dexterity to operate a motor vehicle or handle tools and guns in the performance of assigned tasks, including keyboarding, grasping and reaching.

- Occasionally lift, push, carry and pull materials, objects or persons weighing up to 100 lbs using proper lifting techniques;
- Frequently sit, stand, walk and drive a vehicle or ride a bicycle;
- Occasionally run, jump, climb, balance, kneel, crawl or crouch;
- Frequently communicate verbally;
- Uncorrected vision in either eye of 20/100 or better, vision able to be corrected to 20/20 in better eye and 20/30 in lesser eye. Visual acuity including closeness, distance, color, peripheral and depth perception, with the ability to adjust focus and to read a computer screen and typewritten page.

WORKING ENVIRONMENT:

Work is performed both indoors and outdoors in any and all property existing in the City of Bellingham and its environs. Work involves physical exertion in a variety of weather conditions. Employees may work with others or unaccompanied in automobiles and on foot, maintaining contact with the dispatch center when needed. There is exposure to high-risk situations and conditions which require appropriate procedures including the use of protective clothing equipment, firearms and other gear. Crime Scene Investigators work varying shifts and - must be available for recall to duty 24 hours a day including weekends and holidays.

EXPERIENCE AND TRAINING REQUIREMENTS:

- A minimum of two (2) years experience as a commissioned Police Officer
- Successful completion of the 12 month probationary period in the Full Performance Police Officer Classification with the Bellingham Police Department.
- Advanced photographic knowledge and fingerprint work desired.
- Candidates must meet the minimum requirements for this position within thirty (30) days of the closing date as specified in the examination announcement.

NECESSARY SPECIAL REQUIREMENTS:

- Willingness and ability to respond to call-outs for emergencies or when special circumstances require.

PREPARED: 1983

REVIEWED BY: ____

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COMMISSION ADOPTION : December 9, 2015

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