



CLASS SPECIFICATION

Class Code: 2225
Date Est: 10/1989
Last Rev: 04/2014
Last Title Chg: 04/2014
FLSA: non-exempt
Probation: 12 Months

FORENSIC INVESTIGATOR I

DEFINITION

Under general supervision, performs crime / death scene investigation for the Washoe County Sheriff's Office Forensic Science Division; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

An Associate's degree from an accredited college or university in Criminal Justice, Natural Science, Photography or a closely related field; OR two years of full-time experience in one of the following: forensic investigative experience which utilized scientific methods of investigation; collecting, processing, and/or preserving evidence; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

DISTINGUISHING CHARACTERISTICS

This is the entry and first working level in the Forensic Investigator class series that provides for progression to the next level in the series upon meeting the requirements of the class and recommendation of the appointing authority. Incumbents work independently within the Forensic Investigation Section while receiving training / supervision from a Field Training Officer in a variety of technical functions. The class is distinguished from the Forensic Investigator II class by the fact that incumbents in the Forensic Investigator II class are responsible for performing the full range of complex duties related to the investigation of crime / death scenes with minimal guidance and supervision.

SUPERVISION EXERCISED

NA

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Participates in detailed investigations in conjunction with law enforcement agencies regarding a wide variety of crime / death scenes for the presence of all types of evidence such as biological fluids (i.e., blood, etc.), hairs / fibers, controlled substance, latent prints, gunshot residue (GSR), shoe and tire impressions, firearms / weapons, clothing, etc.

Maintains accurate documentation of observations and actions taken while investigating a crime /death scene.

May perform other general duties including updating computerized records, filing, maintaining and storing an appropriate inventory of supplies, and maintaining laboratory equipment.

Participate in criminal pre-trial investigations regarding violent and non-violent cases.

Photograph crime / death scenes, victims, autopsies, traffic accidents, property damage, stolen property, arson sites, and arrestees, in accordance with prescribed procedures.

Collect and preserve evidence using clean collection techniques.

Maintain the integrity and the chain of custody of all evidence from collection, logging into the computer system, and distribution to the appropriate law enforcement or judicial agency.

Attend autopsies to document, collect and preserve evidence involved in a death investigation.

Examine and process items of evidence, both at crime / death scenes and in the laboratory, for the presence of latent prints. In accordance with prescribed processes, lift and preserve prints for use in comparisons / eliminations.

Complete measurements, rough sketches and computer aided diagrams of crime / death scenes for investigation and court purposes.

Document findings and compose investigative reports for submission to law enforcement agencies and courts.

Maintain the automated Digital Image Management System (DIMS), all incoming photo images, and digital archives for appropriate access by investigative staff.

Complete requests submitted to the Photo Lab from law enforcement agencies, the courts, and private citizens.

Initiate and maintain a variety of resource materials, files, and records related to cases investigated, evidence examined and or / examination processes used.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Federal, state and local laws regarding collection and preservation of evidence for use in court and its legal admissibility (i.e., rules of evidence, search and seizure law, etc.).

Washoe County Sheriff's Office and Forensic Science Division policies and procedures.

Practices and procedures utilized in the investigation of crime / death scenes, and the collection and preservation of evidence.

Computer software specific to the Sheriff's Office / Forensic Science Division.

Forensic photography techniques and digital imaging procedures.

Computer aided diagrams.

Basic practices and procedures of dispatching law enforcement including radio operation and radio etiquette.

Post mortem changes and the variety of traumatic injuries to the human body.

Streets, businesses, hiking and ski areas, boundaries, districts, geography and zones that represent geographical areas of responsibility.

Safe work methods and safety regulations pertaining to work assignments, including the handling of biological and hazardous materials and firearms.

Ability to:

Operate the Forensic Science Division's computer hardware and software.

Communicate effectively both in writing and oral presentation.

Present accurate and detailed information in court.

Operate the Forensic Science Division's specialized photographic, latent print and impression evidence documentation and / or collection equipment.

Operate emergency dispatch equipment including multi-channel radio system.

Maintain effective working relationships including various law enforcement personnel, suspects, victims and the general public.

Interact considerably with victims, suspects, witnesses, hospital staff and others involved in the crime / death scene investigation.

React quickly, calmly and appropriately in hostile and / or dangerous situations.

Witness catastrophic death scenes and autopsies.

Accurately observe, record and recall information.

Analyze information, apply basic scientific principles, and reach logical conclusions.

Perform complex mathematical calculations, measurement conversions and angle determinations.

Entry Level *(Applicants will be required to demonstrate these through written, oral, performance or other evaluation procedures.)*

Knowledge of:

Basic photography techniques.

Principles of crime scene processing.

Record keeping methods and procedures.

Ability to:

Read and comprehend laws, regulations, policies, and procedures.

Communicate effectively both in writing and oral presentation.

Maintain effective working relationships, good rapport and instill confidence in individuals contacted during the course of work including various law enforcement personnel and the general public.

Exercise emotional control, especially under stressful circumstances.

Perform basic mathematical calculations.

Follow detailed instructions.

Analyze information and reach logical conclusions.

Exercise sound judgment and make appropriate decisions under adverse circumstances and project consequences of actions.

Operate a computer terminal.

Operate photographic and laboratory equipment.

SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment:

Forensic Investigator I's work under the supervision of a Field Training Officer until the successful completion of the training program, and until the passing of the subsequent required Competency Tests.

Forensic Investigator I's are required to participate in the Forensic Science Division's Proficiency Testing program and successfully complete required annual proficiency test in numerous crime scene sub-disciplines.

Travel outside of Washoe County to perform crime / death scene investigations including rural and desert environments.

Selected candidates must provide a DNA sample for elimination purposes.

Selected candidates must:

Complete and submit a Personal History Statement and pass an extensive background investigation.

Submit a set of fingerprints

Pass a pre-employment medical examination, including a drug screen

Complete a Computerized Voice Stress Analysis (CVSA) examination.

Work is performed in a standard office environment, as well as various indoor and outdoor off-site locations. The ability to stand on slippery, uneven or unsteady surfaces for an extended period of time. Ability to frequently stand, walk, stoop, crouch, squat, and kneel. Ability to lift and move objects or deceased individuals weighing up to 100 lbs. Visual acuity to distinguish basic colors and shades of colors. Ability to tolerate / work under conditions involving exposure to inclement weather conditions, infectious diseases, insects / parasites (maggots, bed bugs, fleas, etc.), decomposed remains and other strong odors, noise, fumes, gases, smoke, dust, solvents and chemicals, blood and airborne pathogens. Must be willing to accept shift work, on-call assignments, and a non-standard workweek. Will be expected to travel outside Washoe County to perform crime / death scene investigations including rural and desert environments. Must complete initial competency testing and annual proficiency testing.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.