



CLASS SPECIFICATION

Class Code: 2226
Date Est: 10/1989
Last Rev: 04/2014
Last Title Chg: 04/2014
FLSA: Non-exempt
Probation: 12 Months

FORENSIC INVESTIGATOR II

DEFINITION

Under general supervision, performs journey level 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 AND two years of full-time experience assisting with crime scene investigation, which included photography, lifting fingerprints, and the collection, preservation, and processing of evidence to be preserved for use in court proceedings; OR four years of full-time experience with crime scene investigation / processing experience as described above; or an equivalent combination of related education and experience.

LICENSE OR CERTIFICATE

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

DISTINGUISHING CHARACTERISTICS

This is the journey level in the Forensic Investigator class series. This class is distinguished from the Forensic Investigator I in that Forensic Investigator II requires the ability to complete assignments independently and it requires incumbents to perform the full range of complex duties related to the investigation of crime / death scenes including photography, latent print processing, evidence collection, and preservation, and scene diagramming. Assignments require detailed inspections and careful handling of evidence to ensure proper use in court.

SUPERVISION EXERCISED

May provide lead direction and work coordination for other staff.

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

Performs 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, control substance, latent prints, gunshot residue (GSR), shoe and tire impressions, firearms / weapons, clothing, etc.

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

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.

Evaluate developed latent prints and compare them to inked prints from known subjects.

Fingerprint suspects and deceased subjects.

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.

Provide technical support to the Certified Latent Print Examiner.

Provide other forensic services based on education and training.

Complete technical reports and technically review additional reports.

Participate in the Safety Program and Quality Assurance Program for the Forensic Science Division.

Provide POST certified training to Washoe County Sheriff's Office staff and requesting customer agencies in respect to crime scene investigation, evidence collection and preservation, photography, and latent print processing.

Provide expert witness testimony citing involvement in a particular case, observations and information obtained through the course of attending crime / death scenes, autopsies or latent print processing results.

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

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

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.

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

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.

Ability to:

Provide lead direction, work coordination, and training for other staff.

Present accurate and detailed information in court.

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

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

Maintain Forensic Investigation Section specialized equipment.

Operate emergency dispatch equipment including multi-channel radio system.

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

Interact considerately 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.

Exercise emotional control, especially under stressful circumstances.

Accurately observe, record and recall information.

Provide training to user agencies as it relates to crime scene investigation support.

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

Entry Level (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

Knowledge of:

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.)

Principles and methods of collecting, packaging, receiving, and storing property and evidence.

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

Record keeping methods and procedures.

Ability to:

Operate a computer terminal / software (i.e. Computer Aided Diagramming, Photoshop, Digital Imaging System and /or an Information Management System).

Interpret and apply laws, regulations, and technical materials related to the job.

Communicate effectively both in writing and oral presentation.

Present accurate and detailed information in court.

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

Maintain effective working relationships with those contacted in the course of work, including various law enforcement personnel, suspects, victims, and the general public.

Collect and preserve evidence using clean collection techniques.

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

Witness catastrophic death scenes and autopsies.

Exercise emotional control, especially under stressful circumstances.

Accurately observe, record and recall information.

Perform mathematical calculations, such as conversions from centimeters to inches, addition, subtraction, multiplication, division, and angle determination.

SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment:

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

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

Work is performed in a standard office environment, a laboratory 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 annual proficiency testing.

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.

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