



Job Description

| | | | |
|--------------------|---------------------------------|------------------------------|--------------|
| TITLE: | Crime Scene Investigator | JOB CODE: | 3710 |
| DEPARTMENT: | Sheriff's Office | FLSA: | Non-Exempt |
| PREPARED: | November 2005 | FLSA CLASS: | Professional |
| UPDATED: | March 29, 2022 | WORK LOCATION: | Aztec, NM |
| | | REMOTE WORK ELIGIBLE: | NO |

Summary: Under general supervision in the Detective Division, conducts forensic investigations concerning criminal cases at crime scenes as well as in the Crime Lab; prepares reports; conducts searches; assists the District Attorney's Office in preparing cases for trial; testifies at trials.

Reporting Relationship: Crime Scene Investigators report to the Detective Sergeant.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Responds to crime scenes to identify, collect, and preserve evidence in support of law enforcement activities.
- Examines, tests, documents, and processes evidence in accordance with the most current, advanced, and discipline accepted methods.
- Prepares reports documenting different aspects of the investigation; documents the crime scene, evidence collection and interpretation and statements; prepares or assists in preparing written affidavits for search and arrest warrants.
- Photographs all types of crime and accident scenes to record the appearance of evidence using highly-skilled photographic and evidence-gathering techniques.
- Documents and measures crime scenes through sketches, diagraming, photography, and computer aided electronic capturing and surveying equipment (Total Station).
- Secures physical evidence including; blood, body fluids, hair, fibers, and firearms for laboratory testing and use as evidence in criminal prosecution; searches for and develops latent prints at crime scenes.
- Photographs and fingerprints suspects, victims (including deceased individuals) and witnesses; produces castings of footprints, tire tracks, and other impressions; completes presumptive field drug tests.
- Assists the District Attorney; prepares assigned cases for court presentation.
- Testifies in court and before the grand jury.
- Assists other agencies and departments in crime scene investigation and evidence processing as necessary.
- Acts as agency representative and liaison in dealings with, and the sending of evidence to, outside laboratories.
- Assumes "on call" status as scheduled. Is subject to call-out on a frequent basis.

Required Knowledge and Skills:

- Ability to obtain knowledge of the Sheriff's Office policies and procedures, current law enforcement practices, techniques and procedures, and criminal and traffic codes.
- Current knowledge or the ability to obtain knowledge of County, State and Federal laws, regulations and ordinances.
- Knowledge of investigative procedures, forensics, computer technology and court procedures.

Job Description

Crime Scene Investigator

- Knowledge of community policing methods and procedures.
- Skill in the care and safe operation of a variety of firearms and safe handling practices.
- Skill and ability in maintaining composure and working effectively in stressful conditions and emergency situations.
- Skill and ability in critical thinking and making decisions in emergency and crisis situations.
- Skill and ability in effectively communicating both orally and in writing.
- Skill and ability in operating motor vehicles.
- Skill in operating a personal computer and software applications.
- Skill in following verbal and written instructions.
- Skill in working independently or as a team member.

Education and Experience

- Associate's degree in Police Science, Forensics or a related field and four (4) years relevant work experience with crime scene investigations; or an equivalent combination of education and work experience sufficient to perform the duties of the position.
- Bachelor's degree, preferred.
- Demonstrated photography experience; demonstrated experience with identification and collection techniques used in law enforcement.
- Ability to handle sensitive and confidential data, evidence, and/or material; ensures the quality and integrity of all evidence and/or material handled.
- Valid State of New Mexico driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in indoor and outdoor environments with exposure to inclement weather, and varying temperatures; may be subject to extended periods of driving when traveling to other crime labs or the Office of the Medical Investigator; may be subject to dangerous machinery or physical harm such as vehicles, gunshots, and physical attacks.
- May be exposed to hazardous chemicals, drugs, infectious and communicable diseases; may be required to physically restrain persons.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes: motor vehicles; two-way radios; cameras; crime scene diagramming equipment; drug and chemical analysis kits; computerized and conventional office equipment; as well as specialized equipment for processing, collecting and documenting evidence.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____