

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: CRIME SCENE INVESTIGATOR /
EVIDENCE COORDINATOR**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform specialized police work involving forensic crime scene investigations and processing of evidence. Duties and responsibilities include collecting and preserving evidence from crime scenes, processing evidence collected from scenes or seized by officers, storing and disposing of evidence and property, and maintaining records, testing/analyzing evidence in laboratory, issuing reports on findings, presenting testimony in court, assisting with criminal investigations or general law enforcement activities, providing protection of life and property, enforcing laws, responding to emergency situations, issuing citations, arresting violators, and performing related tasks. Reports to Colonel of Patrol and Investigative Services.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Enforces all applicable codes, ordinances, laws and regulations (including traffic, criminal, and civil) in order to protect life and property, prevent crime, and promote security.

Responds to major crime scenes; processes crime scenes and examines all types of objects/items for forensic evidence of latent prints, blood splatter, shoe markings, tire markings, hair, fiber, bodily fluids, serology, toxicology, gunshot residue, firearm identification, or other evidence; makes photographic, videotaped, and digital imaging documentation of evidence; makes diagrams of major crime scenes; packages/transport evidence to laboratory for processing.

Uses camera, video, and digital equipment to record visual/auditory items at crime scenes, using 35mm, H18, JPEG, and MPEG digitalization techniques or other techniques; provides documentation of photo/video logs indicating location, f-stop, shutter speed, lighting, or other equipment details.

Prepares free-hand diagrams/sketches, drafted scale drawings, and measurements of crime scenes; develops presentations and charts for use in judicial proceedings for civil/criminal cases.

Uses climatological data relating to reading/measurement of temperature, water density, wind direction, and sky conditions; correlates statistical data from local/national weather storage and climatological centers.

Processes latent prints by use of various powders and chemicals to enhance or develop latent prints on objects and to designate the print and number of points displayed; collects prints by photographing prints, lifting each print separately, and preserving the sample for further analysis.

Processes blood splatter analyzes through use of photography using special luminol chemicals and products; illustrates splatter patterns related to the scene through drawing of convergences and points of origin; conducts safe collection methods, preparation, and storage of samples for analysis.

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Processes marks such as impressions of tire tracks, foot/shoe prints, and tool marks by casting, lifting, and making visual comparisons related to an object or series of objects that may cause such markings; conducts cross-checks of business and governmental databases to locate related objects and correlation information.

Processes development of removed/altered serial numbers from paper, metal, or other objects using acids, bases, and electrical current generators to determine the true number; processes numbers to its origin and real identity.

Processes firearms utilizing forensic firearms identification methods, including knowledge of various firearms, ballistics relating to wounds, x-rays in autopsy, gun shot residue, and the tracking and development of patterns relating to fired rounds.

Conducts forensic arson investigation utilizing principles of fire chemistry and related search patterns; processes arsons and explosives by diagramming, photographing, and collecting samples from the scene related to the cause and origin.

Applies organic/inorganic processing methods related to chromatography, spectrophotometry, mass spectrometry, and atomic/x-ray developments.

Maintains knowledge relating to drug-related substances, schedule classifications, and measurements.

Utilizes forensic anthropology techniques to process skeletal remains; determines whether remains are human, number of individuals, time of death, person's age, sex, race and height, unique or unusual features, cause of death, and manner of death.

Utilizes forensic entomology to photograph and record various insects present; obtains samples using chemical papers and netting; stores live samples for growth and study of development; mixes chemical solutions for killing (KDA) and storage (ethanol) of insects.

Assists with forensic pathology of victims and suspects, noting changes to outer clothing, external skin areas, and internal organs; works closely with medical examiner and forensic pathologist, noting instructions, directions, and notations relating to manner/cause of death.

Develops and combines basic chemical compounds by scientific measuring; creates sprays, gels, or applications for use in forensic cases; utilizes formulas and derivatives to achieve standards for pre-testing and calibration of equipment.

Works with precision instruments and calibrated tools by physical/chemical means, to include in-field and laboratory analysis; utilizes laboratory equipment such as a microscope compound and comparison, heated development chamber for chemicals, ventilated chemistry hood, pressurized development container, and optical single/dual comparator.

Collects and preserves samples related to items, victims, suspects, or other individuals from crime scenes, objects, or persons for laboratory testing involving serology, toxicology, and physiology and for case preparation; utilizes proper collection and preservation methods for trace items such as hair, fiber, paint, glass, and soil; collects "known" and standard samples for laboratory comparison; maintains all standards governing collection and preservation for serology and DNA-related samples.

Enters evidence and property into Evidence Room and maintains accurate records; catalogs, stores, and accounts for all evidence/property collected from crime scenes or seized by officers; reviews, processes and places materials in an organized and efficient manner; maintains records, receipts, and court documents pertaining to evidence, found property, and items taken for safekeeping; maintains chain-of-custody records.

Coordinates return of property with victims, families, insurance and other institutions having civil rights to property in the care of the Sheriff; coordinates interim release of property for court, lab analysis, or investigation; conducts destruction, sales, and removal of property no longer required for case investigations by court order of Sixteenth Judicial Court or by Tennessee Department of Safety.

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Maintains impound lot; maintains accuracy of impound records through entry of evidence and property, review of items, verification of vehicle identification numbers and serial numbers, and organized procedures for storage of large items; works with Tennessee Bureau of Investigation or National Auto Theft Bureau on cases involving stolen or altered items.

Maintains accurate records of items relating to seizures; receipts personal property items located in vehicles or items related to evidence of a criminal offense; completes required filing and receipting of funds (including seized assets and forfeitures) under final order and judgment, working with county financial personnel; conducts mediations and monitoring for seizures for pending cases with Tennessee Department of Safety's Legal Division; completes and forwards civil settlement and compromise documents involving mediation with attorneys or suspects.

Maintains records and procedures for audits and inventories as required by department policies and procedures.

Assists with general detective and law enforcement work as needed; assists in conducting investigations involving homicide, abduction, missing persons, vice, juvenile, child abuse/neglect, abuse of elderly, drug, auto theft, property, robbery, assault, gang-related, or other crimes; assists with surveillance and undercover operations; obtains search or arrest warrants; prevents/discovers commission of crime; writes citations and makes arrests; performs rescue functions at accidents, emergencies, and disasters.

Prepares/issues written reports, case reports, and testimony on test results and findings; prepares submissions of laboratory reports.

Provides testimony in judicial proceedings as an investigator or expert witness regarding evidentiary items; assists in preparing cases for prosecution; meets with state/county attorneys, investigators, or other individuals to discuss prosecution of cases.

Coordinates work activities with those of other agencies/individuals; coordinates laboratory analysis of samples with local, state, federal, and independent laboratories; coordinates and manages forensic aspects of cases for lead investigators; meets with investigators or other law enforcement agencies to discuss/compare evidence, intelligence, or information in similar investigations or perpetrators; coordinates law enforcement and investigation activities with other law enforcement or public service agencies; provides assistance and backup support to other officers; provides emergency response on a twenty-four hour basis as needed.

Operates a variety of standard and specialized machinery, equipment, and tools associated with laboratory analysis, investigations, and general law enforcement, which may include a police vehicle, standard/emergency vehicles, firearms, chemical weapons, digital camera, video camera, photographic equipment, microscopes, chemical development equipment, chemistry hood, comparator, emergency equipment, radar/laser equipment, alcohol testing equipment, drug testing kits, fingerprint kits, forensic kits, processing kits, surveillance equipment, photographic equipment, handcuffs, baton, flashlight, fire extinguisher, measuring devices, tape recorder, radio/communications equipment, telephone, hand tools, or general office equipment.

Inspects and maintains assigned police vehicle, uniform, weapons, and equipment.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals; takes appropriate measures to prevent disease transmission or exposure to bodily fluids; performs driving functions in a safe and efficient manner under various conditions, including day/night hours, in congested traffic, in adverse weather conditions, and in emergency situations involving speeds in excess of posted limits.

Prepares or completes various forms, reports, correspondence, crime scene reports/diagrams, drug testing evaluations, firearm traces, logs, case notes, case reports, crime scene charts/diagrams, incident reports, accident reports, arrest reports, miscellaneous reports, citations, warnings, property/evidence reports, criminal intelligence reports, subpoenas, summonses, diagrams, or other documents.

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Receives various forms, reports, correspondence, crime laboratory reports, blood alcohol test reports, controlled substance reports, firearm traces, fingerprint identification reports, fingerprint verifications, medical records, autopsy reports, logs, case files, incident reports, accident reports, witness statements, criminal history reports, driver history reports, BOLO notices, laboratory reports, crime analyst reports, photographs, video tapes, audio tapes, known suspect records, warrants, subpoenas, summonses, crime statistics, training bulletins, general orders, statutes, laws, codes, ordinances, policies, procedures, maps, diagrams, bulletins, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, database, spreadsheet, photo imaging, or other computer programs.

Maintains records, logs, and files of work activities; maintains current manuals, policies/procedures, bulletins, map books, and other materials for reference and/or review.

Communicates in person, via telephone, and/or via two-way radio; provides information and assistance; responds to requests for service or assistance; communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.

Communicates with supervisor, command personnel, officers, employees, dispatchers, other divisions or departments, law enforcement agencies, outside laboratories, medical examiner, pathologists, fire personnel, emergency/medical personnel, jail personnel, court officials, attorneys, the public, the media, outside agencies, and other individuals as needed to obtain information, coordinate activities, review status of work, exchange information, or resolve problems.

Responds to complaints and questions related to law enforcement issues and activities; mediates disputes; provides information, researches problems, and initiates problem resolution.

Creates/maintains positive public relations with the general public; maintains and promotes peace and order in the community; provides education and information to the public on laws, law enforcement, crime prevention, drug abuse, safety, and related issues.

Attends shift meetings, training sessions, and seminars as required to remain knowledgeable of departmental operations/activities, to promote improved job performance, and to stay current with changing policies, procedures, codes, and criminal/civil case law; participates in physical fitness training and continuing education activities; reads professional literature; maintains professional affiliations.

ADDITIONAL FUNCTIONS

Perform administrative and financial work associated with grant administration for the Sheriff's Department, including grant applications, monitoring of grant activities, and administration of grant funds. Responsibilities include identifying projects requiring grant funding assistance, identifying opportunities for potential grant funding, developing grant proposals, presenting proposals to officials, administering approved grants, monitoring grant expenditures, ensuring completion of all required reports, and maintaining records.

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides backup coverage or assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree with course work emphasis in criminal justice, forensic science, or a related field; supplemented by completion of basic police officer training program; supplemented by five (5) years previous experience and/or training involving law enforcement, criminal investigations, forensic investigations, criminal laboratory analysis, and processing of criminal evidence; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must meet requirements of Minimum Standards Law (TCA 38-8-106) for Deputy Sheriffs. Must possess and maintain valid Tennessee Police Officer certification from Tennessee Law Enforcement Training Academy. May require successful completion of Criminal Investigation School, Interview/Interrogation School, Homicide School, Narcotics Investigation School, and/or Criminal Intelligence School. Must possess and maintain valid Firearms Certification, ASP Tactical Baton Certification, and Chemical Weapons Certification. Must obtain Tennessee First Responder Certification during tenure in the job. Must complete annual in-service training, with concentration on evidence matters or scientific/forensic education. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fractions; ability to interpret graphs; ability to compute discount, interest, profit and loss, ratio and proportion; ability to calculate surface areas, volumes, weights, and measures; ability to perform moderately complex algebraic and geometric operations; ability to utilize principles of basic probability and statistical inference; ability to perform and interpret statistical calculations which include frequency distributions, reliability and validity of tests, correlation techniques, and factor analysis; ability to complete scientific calculations; ability to mix and produce chemical based equations.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives; to apply principles of logical or scientific thinking to implement both intellectual and practical relationships.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

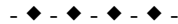
Physical Ability: Tasks require the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and

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crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, explosives, firearms, violence, animal attacks, or falls.



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date