



## Job Description

### Crime Scene Investigator

Pay Grade: G07

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**Employment Status:** Full-Time

**FLSA Status:** Non-exempt

**Experience Required:** Minimum one (1) year experience in dealing with evidence and in police related work.

**Minimum Education Requirements:** High School Diploma or G.E.D

**Department:** Police.

**Direct Supervisor:** Criminal Investigations Sergeant.

**Supervisory Responsibility:** Direct (x); Indirect (x)

**Primary Work Location:** Works inside in an office setting and outside within City jurisdiction.

**Certification:** Valid State of Florida driver's license.

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**Job Summary:** Performs non-sworn law enforcement work involving receiving, handling, recording, packaging, storing, transporting, maintaining, protecting, and disposing all physical evidence for the Police Department.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Receive, identify, preserve, package, mark, store, and record all property and evidence submitted to the Evidence Section. Enter and maintain all information pertaining to evidence into the Police Department Data Information System.
- Uploads body camera videos to Evidencecom for States Attorney Office.
- Identify inappropriate or unsafe evidence or packaging and return same for correction.
- Assist officers and detectives in collection of physical evidence on an as needed basis.
- Transport evidence to and/or receive evidence from the Florida Department of Law Enforcement (FDLE) crime lab.
- Maintain FDLE reports and receipts. Copy and distribute reports as required.
- Maintain and repair Coban system.
- Determine if evidence/property is listed as stolen through NCTC/FCJC computer check.
- Notify and return lost/found items and items of evidence to owners. Respond to all phone calls pertaining to evidence.
- Prepare Department paperwork regarding disposal of evidence and is physical destruction of evidence/property.
- Prepare appropriate motions, affidavits, and court orders pertaining to the disposal of controlled substances and other contraband items.
- Destroy controlled substances and contraband in the presence of a command grade officer after appropriate audits have been completed.
- Testify in court, depositions, and official proceedings.
- Assist State Attorney's office and maintain State Attorney Notices on disposition of cases.
- Conduct surveillance follow-up.
- Operate a department vehicle in non-emergency situations.
- Perform other job duties as assigned.



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#### **Knowledge, Skills, and Abilities (KSA's) for Position**

An employee in this class must have the following knowledge, skills, and abilities upon application:

##### **Knowledge**

- Policies and procedures in the control of evidence.
- Local and state laws that pertain to evidence.
- Crime scene investigation and the collection of evidence.

##### **Skills**

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Follow and relay oral and written instructions, policies and procedures.
- Use of video and photography equipment.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

##### **Abilities**

- Keep complex accurate records.
- Operate computers and modern office equipment.
- Work adequately in a limited time frame.
- Coordinate activities with other departments, officials, and police employees.

#### **Physical Demands**

The work is light work which requires exerting up 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.



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- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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#### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resources

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Date