

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: CRIME SCENE INVESTIGATOR

PERSONNEL COMMISSION APPROVAL: MAY 19, 2021 (Revised)

COUNCIL APPROVAL: DECEMBER, 2001

JOB CODE:	0255
EMPLOYMENT STATUS:	REGULAR FULL-TIME
UNIT REPRESENTATION:	HBMT
FLSA STATUS:	NON-EXEMPT
EEOC CODE:	PARAPROFESSIONALS

JOB SUMMARY

Under general supervision, conducts investigations on crime scenes, deaths, serious traffic accidents, industrial accidents and other crimes; documents and gathers evidence; and performs other duties as required within the scope of the classification.

SUPERVISION RECEIVED

Reports to: Police Support Services Manager, and/or Police Lieutenant, Police Sergeant

DISTINGUISHING CHARACTERISTICS

The Crime Scene Investigator works under the supervision of the Administrative Services Division of the Police Department and is a non-sworn classification. It differs from the Community Services Officer in that the Crime Scene Investigator is a journey level classification expected to perform the full range of crime scene investigations, while the Community Services Officer performs preliminary investigations, of lesser complexity.

EXAMPLES OF ESSENTIAL DUTIES

- Conducts investigations on crimes including residential, commercial and bank robberies; petty and grand thefts; residential, commercial and vehicle burglaries; stolen and recovered stolen vehicles; domestic violence, homicides, suicides, and all death investigations; sexual assaults; serious injury and fatal traffic accidents; industrial accidents; and other crimes

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- Collects, preserves, and transports physical evidence from crime scene investigations such as latent fingerprints, trace evidence, clothing, serological evidence, narcotics and firearms
- Documents crime and accident scenes; takes photographs and videos of crime and accident scenes using a variety of photographic films and techniques
- Writes crime reports based on evidence found, classified, and results obtained
- Examines evidence in both field and laboratory for latent fingerprints using print powders, chemicals and laser techniques
- Prepares charts, graphs or exhibits for investigation or court presentation
- Appears in court as an expert witness and gives depositions
- Assists traffic officers in the investigation of serious accidents; issues parking citations and impounds vehicles
- Reviews, evaluates, processes, and maintains a variety of files related to cases
- Attends a variety of continuing education classes, seminars and meetings to maintain current knowledge of applicable codes, regulations, policies and procedures
- Travels to various sites and locations during the course of work
- Reports to work as scheduled; may work a variety of schedules including evenings, weekends, and holidays as required
- Maintains a regular and consistent attendance record
- Performs other related duties as assigned

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles, practices and techniques used in crime scene investigation; evidence collection; analysis and documentation of investigations; including latent fingerprint techniques and crime scene photography
- Public safety practices and procedures;
- Applicable laws, rules and regulations such as California Penal Code, California Health & Safety Code, California Vehicle Code, California Evidence Code, Municipal Code and various training and information bulletins

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- Courtroom procedures as they relate to giving testimony

Ability to:

- Conduct investigations and solicit information
- Gather and preserve evidence
- Work as a team member and maintain cooperative working relationships with those contacted in the course of work
- Operate laboratory and photographic equipment
- Provide technical support to Police Officers
- Communicate clearly, both orally and in writing
- Give and follow oral and written instructions
- Maintain effective record keeping systems
- Write reports and correspondence
- Exercise sound independent judgment within established procedure guidelines
- Work extended hours when required

Education: High school diploma or equivalent certificate. College level course work in crime scene investigation, photography, fingerprint identification, and/or criminalistics preferred.

Experience: Three (3) years' experience in crime scene investigation.

Certifications/License: Possession of a valid California driver license and an acceptable driving record are required at time of appointment and throughout employment.

Must pass an extensive background check.

Certificate of completion as a Forensic Technician, Crime Scene Investigator, or equivalent Field Evidence Technician course completion required.

SPECIAL CONDITIONS

Employees regularly assigned/required to drive a city or personal vehicle in the course and scope of work shall be required to participate in the DMV Employer Pull Notice program.

Public Employee Disaster Service Worker: In accordance with Government Code Section 3100, all Huntington Beach city employees are required to perform assigned disaster service worker duties in the event of an emergency or a disaster.

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PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Must meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties performed.

Work is performed indoors and outdoors. When working outdoors, the incumbent may be exposed to heat, cold and the elements. There is frequent need to walk and stand. Work may necessitate exposure to environmental factors and incidents such as traffic accidents, odors, dust, noise, human or animal violence, disease, or machinery that may cause discomfort and risk of injury. May climb, stoop, bend, crouch, kneel, and reach above and below shoulder level. Indoor office work requires sitting at a desk or table for prolonged periods of time and use of a computer and screen. This job requires physical activity such as lifting moderate weights up to 25 pounds and climbing walls, ladders onto roofs, etc. Must be able to work any shift, including weekends and holidays. Must be able to report to a major crime scene at any time of the day.

Reasonable employee accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

Rev. 8/8/06-bc
Rev. Feb 2021/pa