

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Crime Scene Investigator**

**Department: Police**

**Pay Grade: GS.09**

**Supervision Received From: Police Sergeant**

**FLSA Status: Non-Exempt**

**Supervisory Responsibility For: None**

**Established: 1/10/17**

**Revision Dates: 4/1/25;**

**8/27/24; 10/20/23; 4/27/22**

### **CLASSIFICATION SUMMARY:**

Under the direction of a Chattanooga Police Department Supervisor, the purpose of the position is the technical investigation of a crime scene and the continued processing of evidence to assist police in their effort to solve crimes. Employees in this classification perform skilled, technical work. Position is responsible for the collection, preservation, and processing of evidence at the crime scene and to assist in crime scene management.

### **SERIES LEVEL:**

The Crime Scene Investigator is a stand-alone civilian position.

### **ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Performs the location and recovery of evidence from a crime scene; the location of latent prints, recovery of tire, sole, and tool mark impressions, determination of point of origin and sequence of projectiles strikes through all materials, location and enhancement of blood evidence, and the recovery of all forms of physical and trace evidence.

Secures the crime scene and the evidence within.

Documents crime scenes and items of evidence by hand written notes, photographically, by videotape, and 3D scanning.

Surveys crime scenes and identifies the location of items of evidence utilizing distance and angle measuring equipment and creates sketches and diagrams from data recovered.

Processes crime scenes and persons for latent print evidence.

Conducts shooting incident reconstructions. Upon completion of certification.

Conducts Bloodstain Pattern Analysis. Upon completion of certification.

Recovers and packages items of evidentiary value from crime scenes, victims, witnesses, and suspects in a professional and legal manner while maintaining proper chain-of-custody.

Performs advanced processing of items of evidence such as recovery of samples of biological material suitable for DNA analysis, processing of items of evidence for latent prints, and

photography of evidence items utilizing scientific and technical equipment such as forensic light sources, chemical solutions and advanced photographic techniques.

Submits evidence to forensic laboratories via the property and evidence section.

Acts as a liaison with other agencies such as forensic laboratories. Completes reports and documents relating to the technical investigation of crime scenes.

Testifies in court proceedings on issues relating to the technical investigation of crime scenes.

Ability to work flexible hours and weekends, to work in a variety of weather conditions, and to work independently. Incumbents in this position are on-call 24/7.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

#### DEPARTMENT SPECIFIC DUTIES (if any):

#### MINIMUM QUALIFICATIONS:

A four year degree in a related field and/or four (4) years of any combination of relevant education, training or experience sufficient to perform the essential duties of the job will be considered. Examples of relevant education include a two-year degree in crime scene technology, forensics, criminal justice, biology or chemistry. Examples of relevant experience include specialized training, examples being Crime Scene photography. This is a safety-sensitive position requiring pre-employment background check, polygraph, drug screening, and fingerprinting.

#### LICENSING AND CERTIFICATIONS:

Special training must be met/completed upon being hired by the Chattanooga Police Department: IAI certification, and National Forensics Academy within five (5) years of hiring date.

#### KNOWLEDGE AND SKILLS:

Knowledge of tactical, strategic and administrative crime analysis, statistics and their applications; property control, inventory and practices; record-keeping practices and procedures; proper procedures to maintain the chain of possession of evidence; proper procedures and techniques for the collection, documentation, and preservation of evidence; proper crime scene sketching techniques and procedures; basic principles and procedures of data entry.

Skill in basic latent fingerprint processing and identification; proper methods and guidelines for wrapping, packaging and transporting physical evidence; effective and proper techniques for photographing a crime scene and/or evidence; written communication sufficient to complete assigned forms, documents and reports; basic mathematical skills; reading and interpreting complex legal and other technical materials.

**PHYSICAL DEMANDS:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, sitting, reaching pushing, pulling, and lifting.

**WORK ENVIRONMENT:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Incumbents may be subjected to fumes, odors, dusts, gasses, poor ventilation, chemicals, oils, extreme temperatures, outdoor weather conditions, noise, decomposing bodies, blood, and other bodily fluids

**SPECIAL REQUIREMENTS:**

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.