



# Boone County Sheriff's Office Job Description

<b>Job Title:</b>	Crime Scene Investigator	<b>Reports To:</b>	CSI Sergeant
<b>Department:</b>	Investigations Division	<b>Shift:</b>	As Required or Assigned
<b>Salary Range:</b>	\$56,080-\$62,311	<b>Position Type:</b>	Non-Exempt
<b>HR Contact:</b>	Brittany Hicks	<b>Date Posted:</b>	
<b>Will Train Applicant:</b>	Yes	<b>Posting Expires:</b>	
<b>Applications Accepted By:</b>			
Electronic Submission Only <a href="http://www.boonecountyindianasheriff.com">www.boonecountyindianasheriff.com</a> Click on CAREERS			
<b>Job Description:</b>			

## Role and Responsibilities

The Crime Scene Investigator responsibilities include but are not limited to the following: The technician is subject to call outs, must be available at any hour or any day as scheduled, and must be available to work under adverse conditions. The Crime Scene Investigator will perform a variety of highly skilled technical criminal identification tasks both in the field and in the laboratory. This includes developing and identifying latent fingerprints; searching for, collecting, preserving, and identifying physical evidence found at crime scenes; photographing and sketching crime scenes; preparing comprehensive and technically correct reports; and testifying as an expert witness in court proceedings. The work environment may involve high risks with exposure to potentially dangerous situations or unusual environmental stress that require a range of safety and other precautions, i.e., frequent/extended exposure to outdoor weather conditions, exposure to hazardous chemicals and blood borne pathogens. Crime scene searches are often performed by extensive kneeling, stooping, reaching, and climbing. The crime scene investigator will handle objects of varying weight and shape and must, therefore, be in good physical condition.

- Processing scenes for all tangible and trace evidence, including latent/patent/plastic fingerprints and biological evidence.
- Responding to police crime scenes, fully documenting scenes in entirety, including digital photography, video, and sketching.
- Maintain and document the chain of custody of evidence by completing detailed property reports.
- Properly collect and preserve all related evidence through packaging, labeling, and securing all evidence.
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- Assists with new employee training.
- Prepare detailed case reports of the processes performed and the results obtained.
- Transport and deliver all evidence, reports and photographs to the contracted police department contact person.
- Examines and evaluates evidence and determines techniques and procedures to be used in the development of latent prints on diverse items of physical evidence by using physical, chemical, optical, or any combination of techniques appropriate to the substance being examined.
- Preserves and/or photographs developed latent print evidence. At the request of the Medical Examiner, CID, or outside agencies, obtain legible friction-ridge impressions of known and unknown deceased persons in various states of decomposition to establish a positive identification and/or comparison.
- Make periodic equipment checks to ensure that all equipment is being properly maintained.
- Monitors the pager 24 hours, seven days a week, unless on vacation or on comp time.
- Assists other agencies when/as required.
- Provides care and custody of all items impounded and processes all evidence for court, labs, and/or for release or destruction and ensures all entries are made in the Records Management System.
- Testifies as an expert in court regarding evidence handling.
- Other duties may include crime scene reconstruction, bloodstain pattern analysis, latent print processing, and chemical testing.
- Collects and identifies physical evidence left at the crime scene. Evidence collection may include biological, trace, shoe and tire impressions, firearms and weapons, paint, tools, and any other items.



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- Accept evidence submitted to the Laboratory for examination and/or storage.
- Control access to the Laboratory, Evidence Lockers, and Vault evidence storage areas.
- Provide safe and secure storage of all evidence.
- Act as an interface between the Laboratory and its contributors.
- Transport evidence to and from the Laboratory system.
- Initiate all paperwork surrounding submission of evidence and maintain a complete and accurate record of each transaction affecting the evidence.
- Ensure evidence has been sealed and/or marked for identification.
- Identify the appropriate discipline to perform examinations.
- Arrange for the analysts and the contributor to interact, when necessary.
- Place submitted evidence in the storage location until it is examined and submit Request for Examination form to appropriate Laboratory personnel.
- Return or release physical evidence to the contributor or owner, as appropriate.
- Receive seized or recovered property.
- Periodically conduct an inventory of evidence storage areas, to include random monthly storage location audits.
- Coordinate the release, destruction, and subsequent paperwork of same.
- Expedite the destruction or disposal of property by state sale in accordance with Department procedures.
- Photograph evidence in pre-trial and post-release release or destruction of cases as directed.
- Continuously check on completed cases in order to expedite return to the contributor.
- Download and retrieve digital images, videos, inmate phone recordings and 911 calls from a central database as required by the Prosecutors office.
- Responsible for ensuring that laboratory evidentiary control policies and procedures are followed.
- Maintain records of insurance companies' payment of claims due to criminal activity in case property is recovered and can be returned.
- Will be a member of the Boone County FACT and SBI Team.
- Required to assist in teaching general techniques and responsibilities of a Crime Scene Investigator for Teen Academy, Citizen's Academy, Reserve Academy, and any other opportunities that arise.
- Any and all other duties assigned by superior officers.
- Probationary status is in effect for one year after appointment.

## Qualifications and Education Requirements

- Valid Indiana Driver's license
- Post-secondary education in crime scene investigations, forensics and investigative science, or a natural science field of study, Associates degree or higher.
- Be a citizen of the United States.
- Be at least 21 years of age at the time of appointment.
- Have obtained a high school diploma or have attained a passing score on the general education development test indicating a high school graduation level.
- Cannot have any Felony, Battery misdemeanor or Domestic Violence convictions.
- Possess good moral character as determined by a favorable comprehensive background investigation covering school, employment records, home environment, personal traits, and integrity.
- Consideration will be given to all law violations, including traffic and conservation law convictions, as indicating a lack of good character.
- Pass a written entry-level examination (if required).
- Pass physical examination / agility testing (if required).
- Submit to polygraph test, psychological test, medical screen, drug test, and any other testing BCSO deems necessary (if required).
- Submit to being fingerprinted.
- You must appear for an oral interview.
- Successfully complete post application training.
- Provide a copy of your birth certificate.



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## Preferred Skills

- Two years of experience in the field of crime scene investigation, forensic and investigative science, and
- An equivalent combination of education, training and experience that clearly exhibits the requisite knowledge, skills, and abilities.
- Ability to identify and analyze problems, evaluate alternative solutions, and make sound judgments.
- Ability to review, prioritize, classify, analyze, and record data.
- Ability to communicate effectively with people of various ethnic, educational, and socioeconomic backgrounds; includes ability to speak and write clearly.
- Ability to maintain confidentiality of highly sensitive data.
- Ability to communicate effectively through personal presentations and interviews.
- Knowledge and experience in the utilization of technical equipment including computers and cameras.
- Ability to assume on-call duty and respond to matters requiring prompt attention.
- Ability to render credible testimony in a court of law, knowledge of applicable laws, and court interpretations.
- Ability to interact with the Prosecutor's staff to ensure criminal prosecutions.
- Ability to communicate effectively both verbally and in writing with a variety of people including co-workers, other department investigators and maintain an open line of communication, appointed and elected officials, and the general public.

Approved By:	Sheriff Tony Harris	Date:	1/6/2023
Last Updated By:	Matron Brittany Hicks	Date/Time:	1/16/2024