



## Boone County Sheriff's Office Job Description

<b>Job Title:</b>	Crime Scene Investigator	<b>Reports to:</b>	CSI Supervisor
<b>Department/Group:</b>	Investigations Division	<b>Shift:</b>	As Required or Assigned
<b>Location:</b>	BCSO	<b>Travel Required:</b>	Minimal
<b>Level/Salary Range:</b>	TBD	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Brittany Hicks	<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	
<b>External posting URL:</b>	www.boonecountyindianasheriff.com		
<b>Internal posting URL:</b>	www.boonecountyindianasheriff.com		
<b>Applications Accepted By:</b>			
<b>Online Submission:</b> <a href="http://www.boonecountyindianasheriff.com">www.boonecountyindianasheriff.com</a> Under the Administration Tab, then Employment Tab			
<b>Job Description</b>			
<b>Role and Responsibilities</b>			
<p>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.</p> <ol style="list-style-type: none"> <li>1. Processing scenes for all tangible and trace evidence, including: latent/patent/plastic fingerprints and biological evidence.</li> <li>2. Responding to police crime scenes, fully documenting scenes in entirety, including digital photography, video and sketching.</li> <li>3. Maintain and document the chain of custody of evidence by completing detailed property reports.</li> <li>4. Properly collect and preserve all related evidence through packaging, labeling and securing all evidence.</li> <li>5. Maintain and document the chain of custody of evidence by completing detailed property reports.</li> <li>6. Assists with new employee training.</li> <li>7. Prepare detailed case reports of the processes performed and the results obtained.</li> <li>8. Transport and deliver all evidence, reports and photographs to the contracted police department contact person.</li> <li>9. 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</li> </ol>			



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- any combination of techniques appropriate to the substance being examined.
10. Preserves and/or photographs developed using latent print evidence. At the request of the Medical Examiner, CID, or outside agencies, obtains legible friction-ridge impressions of known and unknown deceased persons in various states of decomposition to establish a positive identification and/or comparison.
  11. Makes periodic equipment checks to ensure that all equipment is being properly maintained.
  12. Monitors the pager 24 hours, seven days a week, unless on vacation or on comp time.
  13. Assists other agencies when/as required.
  14. Provides care and custody of all items impounded and processes all evidence for court, labs, and/or for release or destruction.
  15. Testifies as an expert in court regarding evidence handling.
  16. Other duties may include crime scene reconstruction, bloodstain pattern analysis, latent print processing, and chemical testing
  17. 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.
  18. Accept evidence submitted to the Laboratory for examination and/or storage.
  19. Control access to the Laboratory, Evidence Lockers, and Vault evidence storage areas.
  20. Provide safe and secure storage of all evidence.
  21. Act as an interface between the Laboratory and its contributors.
  22. Transport evidence to and from the Laboratory system.
  23. Initiate all paperwork surrounding submission of evidence and maintain a complete and accurate record of each transaction affecting the evidence.
  24. Ensure evidence has been sealed and/or marked for identification.
  25. Identify the appropriate discipline to perform examinations.
  26. Arrange for the analysts and the contributor to interact, when necessary.
  27. Place submitted evidence in the storage location until it is examined and submit Request for Examination form to appropriate Laboratory personnel.
  28. Return or release physical evidence to the contributor or owner, as appropriate.
  29. Receive seized or recovered property.
  30. Periodically conduct an inventory of evidence storage areas.
  31. Coordinate the release, destruction and subsequent paperwork of same.
  32. Expedite the destruction or disposal of property by state sale in accordance with Department procedures.
  33. Photograph evidence in pre-trial and post-release release or destruction of cases as directed.
  34. Continuously check on completed cases in order to expedite return to the contributor.
  35. Download and retrieve digital images, videos, inmate phone recordings and 911 calls from a central database as required by the Prosecutors office.
  36. Responsible for ensuring that laboratory evidentiary control policies and procedures are followed.
  37. Maintain records of insurance companies payment of claims due to criminal activity in case property is recovered and can be returned.
  38. Will be a member of the Boone County FACT and SBI Team.
  39. 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.
  40. Any other activities as directed by the Sheriff of Boone County.



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### 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

### Preferred

- 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

Written By:		Date:	
Approved By:		Date:	
Last Updated By:	Corporal Leon Golladay	Date/Time:	March 6, 2020