

CRIME SCENE OFFICER - 6205

General Definition of Work:

Performs intermediate protective service work investigating major crimes and identifying, collecting and preserving evidence; does related work as required. Work is performed under regular supervision.

Essential Functions/Typical Tasks:

Investigating major crimes; identifying, collecting and preserving evidence; preparing reports; photographing crime scenes; serving as marijuana eradication coordinator; preparing reports; maintaining files and records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Investigates crime scenes to detect, collect and preserve evidence of the crime.
- Prepares evidence for shipment to outside laboratories.
- Provides investigators with information about how the crime was committed and who committed it; testifies in court.
- Assists in the identification, collection and preservation of evidence; photographs crime scenes; photographs evidence for court.
- Makes sketches and drawings of crime scenes for presentation in court.
- Maintains custody and control of evidence; establishes procedures for care, custody and control of property and evidence.
- Takes fingerprints for criminal and civil purposes; classifies fingerprints and maintains local fingerprint file.
- Locates, arrests and processes persons wanted outside of the state.
- Maintains crime scene supplies; identifies new products and techniques to maintain capability of the crime scene unit.
- Ensures all evidence at crime scenes is properly collected according to department and state standards.
- Trains other employees in the proper procedure for the collection, identification and preservation of evidence.
- Prepares and submits a variety of arrest and incident statistical reports.
- Acts as marijuana eradication coordinator; schedules personnel, equipment and aircraft to search for marijuana.
- Issues employee identification cards; maintains database of those issued.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Thorough knowledge of law enforcement methods, practices and procedures; thorough knowledge of evidence gathering and preservation techniques; thorough knowledge of investigative and fingerprinting techniques; thorough knowledge of the rules and regulations of the Police Department; ability to understand and carry out oral and written instructions and to prepare clear reports; ability to deal courteously but firmly with the public; ability to analyze situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; skill in the use of photography and related evidence gathering equipment; ability to establish and maintain effective relationship with associates.

Education and Experience:

Any combination of education and experience equivalent to graduation from high school and considerable law enforcement experience.

Physical Requirements:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

Special Requirements:

Possession of Basic Law Enforcement certificate issued by the State of North Carolina. Must meet and maintain minimum requirements for position as established by the department and the State of North Carolina. Possession of an appropriate driver's license valid in the State of North Carolina.