



## FORENSIC INVESTIGATOR

**Department:** Sheriff  
**Job Class:** 329000  
**Pay Range:** Public Safety 14

**FLSA:** Non-Exempt  
**Represented:** Yes  
**CSC Approval:** 10/9/01

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Classification descriptions are **not** intended to reflect all duties performed within the job.

**GENERAL FUNCTION:** This is criminal investigation work requiring the performance of complex technical work in the identification of criminal offenders through the collection, preservation and evaluation of physical evidence obtained from crime scenes for the purpose of criminal identification and prosecution. Forensic Investigators bear primary responsibility for the physical process of crime scenes and must exercise considerable independent judgment. The quality of work performed by employees in this class weighs heavily in the success or failure of prosecution and conviction attempts.

### **ESSENTIAL FUNCTIONS:**

- Travel to crime scenes for the purpose of crime scene investigation, documentation and evidence collection.
- Use independent judgement to determine evidence to be collected, including but not limited to, tool marks, latent print recovery, ballistics, soils, blood, poisons, fibers, document examination, etc.
- Collect, process and analyze evidence, using such techniques as powders, chemicals, dyes, casting materials, various alternative light sources, and other approved methods; conduct blood spatter analysis, determine trajectories; preserve and record collected evidence.
- Photograph and/or video tape crime scenes, including aerial photography where necessary.
- Draw complex and accurate sketches of crime scene details, layout, dimensions, etc.
- Scan and process 3D scans of crime scene using FARO 3D Laser Scanner and software.
- Perform criminal identification through the comparison of crime scene latent prints to known offender inked impressions and through the use of an Automated Fingerprint Identification System (AFIS) computer.
- Perform IBIS/Operability examination and firing of firearms and submission of spent casings to WSP Crime Laboratory.
- Provide expert courtroom testimony in all phases of the job; prepare charts, diagrams and displays for use in Court testimony
- Prepare written reports documenting crime scene and analysis findings.
- Perform data entry and other tasks related to the maintenance and record-keeping of criminal identification information and the maintenance of evidence.
- Provide or assist with inter- and intra-departmental training as needed.
- Identify offenders booked into the jail for the purpose of accurately establishing criminal histories and for the accurate and timely service of outstanding wants and warrants.
- Collect Felon Database DNA for Court Orders and SOR for purposes of WSP Crime Laboratory DNA Database.
- Provide assistance and back-up support where necessary to Forensic Technician job duties.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.
- Safely carry and lift up to 50 pounds

## **FORENSIC INVESTIGATOR**

### **Classification Description – Pierce County**

**Page 2**

#### **OTHER JOB FUNCTIONS:**

- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Work is performed under the general supervision of the Forensic Investigation Manager. In field situations, however, Forensic Investigators must be able to perform the job duties independent of direct supervision. Work is reviewed in progress and upon completion by the Forensic Investigation Manager. Individuals in this classification do not supervise or lead other employees, but may be involved in assisting, training or answering questions for trainees, interns, or other employees.

**WORK ENVIRONMENT:** The Forensic Investigator works inside and outside in a variety of working conditions, often physically dangerous, in inclement weather, and is required to safely drive a motor vehicle in all types of road conditions and in emergencies. Work is performed in the field at crime scenes, in a laboratory setting or in the office. Travel to various work sites is required on a daily basis as a routine part of the job. Forensic Investigators are exposed to disease and illness on a regular basis while in the field. Forensic Investigators are exposed to the hazards of firing firearms in a confined shooting laboratory. There is exposure to and utilization of hazardous chemicals in the routine performance of their job duties on a daily basis. Prolonged periods of attention to detailed information is required. Forensic Investigators are required to be on-call and work various shifts.

**PHYSICAL REQUIREMENTS:** The Forensic Investigator position has a variety of physical requirements including, but not limited to, walking, standing, sitting, pushing/pulling, balancing, climbing, kneeling, bending, stooping, lifting, dragging, finger dexterity, twisting the body, talking, hearing and seeing. The work requires an incumbent to safely carry and lift up to 50 pounds, and to drive a motor vehicle.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **Knowledge of:**

- Basic principles of law enforcement
- Crime scene investigation techniques, including advanced procedures such as blood spatter analysis, ballistics and trajectory
- Approved methods and procedures for evidence collection and processing
- Advanced photography methods and use of a variety of photography and video equipment
- Techniques and methods of latent fingerprint lifting and processing.
- Automated Fingerprint Identification System (AFIS)
- Automated and manual fingerprint identification methodology and related equipment, materials and techniques.
- Firearms function and operability.
- Courtroom procedures and rules of evidence with respect to fingerprints and crime scene presentation
- Proper safety procedures for handling and storage of hazardous, caustic and/or flammable chemicals.
- Standard laboratory safety procedures.
- Standard office practices and chain of custody procedures.

## **FORENSIC INVESTIGATOR**

### **Classification Description – Pierce County**

#### **Page 3**

#### **Skill in:**

- Use of a variety of digital photographic equipment and methods.
- Operating a variety of office and technical equipment, such as personal computers, laboratory equipment
- Use of an automated fingerprint system (AFIS), electronic mugshot system and Faro 3D Scanner.
- Latent fingerprint recovery and identification
- Sketching and otherwise documenting all aspects of crime scenes
- Accurate preparation of charts, diagrams, drawings to be used in Court testimony
- Accurate preparation of detailed written reports

#### **Ability to:**

- Work effectively as a member of a multi-discipline team, performing duties in concert with other investigative functions
- Search for, process, recover and preserve all types of crime scene evidence
- Establish and maintain effective working relationships as required by the position
- Testify accurately and with professional demeanor in Court
- Learn assigned tasks readily and adhere to prescribed routines
- Express oneself clearly, both verbally and in writing
- Think logically, to relate pieces of evidence to one another and to perceive spatial relationships
- Communicate effectively with the public, co-workers, law enforcement personnel, employees of other agencies, and attorneys.
- Use appropriate independent judgement, reasoning and analytical skills to develop credible and accurate conclusions based on data
- Accurately interpret and apply laws, codes, regulations, policies and procedures
- Maintain confidentiality and discretion on sensitive and confidential matters
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position.
- Physically perform the essential job functions of the classification.

**MINIMUM REQUIREMENTS TO APPLY:** High school graduation or G.E.D. certificate. United States citizen and the ability to read and write the English language is required by RCW 41.14.100. Two (2) years of experience in either one or a combination of the following areas is required:

- Crime Scene Investigation - Crime scene searching; physical evidence collection, preservation and processing; crime scene sketching and crime scene photography.
- Fingerprinting - Working knowledge of the science of friction skin with primary emphasis on fingerprint classification, searching, comparison and filing of fingerprints, including latent fingerprints. Knowledge of techniques utilized in the recovery of latent fingerprints.

**SPECIAL REQUIREMENTS:** Ability to successfully complete a Pierce County Sheriff's Department background investigation, which may include a medical physical, behavioral assessment and polygraph, is required prior to hire. Ability to obtain and maintain required professional certifications is a condition of continued employment. Applicants must be 21 years of age at time of appointment. Valid Washington State driver's license is required at time of appointment.