

# GARRETT COUNTY GOVERNMENT

## JOB DESCRIPTION

**JOB TITLE:** Crime Scene Investigator (CSI)  
**DEPARTMENT:** Garrett County Sheriff's Department  
**REPORTS TO:** Sheriff or Chief Deputy  
**FLSA STATUS:** Non-Exempt

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

### **JOB SUMMARY:**

This position is responsible for identifying, collecting, and preserving evidence of crime scene investigations in support of law enforcement activities. The purpose of this position is to manage crime scene investigation through the collection, identification and preservation of physical evidence.

### **ESSENTIAL JOB FUNCTIONS (not all inclusive):**

- Collect, preserve, process and/or handle evidence at/from crime scenes to assist sworn officers in apprehension and prosecution of crimes including:
  - physically secure crime scenes;
  - conduct major crime scene, death scene, and miscellaneous investigations;
  - perform latent fingerprint searches; and submit fingerprint comparisons to make positive identification to determine identity;
  - photographing crime scenes;
  - packaging, transporting, and storing evidence;
  - operating crime scene equipment;
  - completing crime scene documentation, which may include detailed reports, accurate sketches, and diagrams of the crime scene;
  - managing evidence through local and national databases.
- Respond to crime scene services as quickly as good judgment and safety allows.
- Utilize alternate light sources, chemical and physical processes, scientific methods and equipment for the detection and collection of evidence.
- Evaluate property and evidence for evidentiary value and conduct basic laboratory processing using various chemicals and techniques.
- Prepare reports, submission forms, and transports evidence to the Crime Lab that requires processing beyond the capability of the Department.
- Assist with crime scene reconstruction including determining the sequence of events that took place, bullet trajectory and identifying blood stain patterns to aid in blood stain analysis.
- Attend autopsies to photograph and process the deceased for evidence.
- Assist other law enforcement agencies with crime scene processing if properly requested.
- Prepare original and supplemental reports.
- Testify completely and accurately at administrative, civil and criminal proceedings.
- Exercise independent judgment and maintain confidentiality when required.
- Maintain a professional image by appearance, action, and communication.
- Exhibit regular, reliable and punctual attendance, which is an essential function of this job.
- Contribute to team effort by performing other related duties as assigned.

## Digital Forensics

- Conduct technical forensic examination of digital and multi-media evidence, including computer hard drives, external drives, cell phones, network devices, information systems, tablets, digital storage, and other devices for evidentiary value.
- Utilize digital forensic techniques to recover and/or decrypt data from digital and multimedia devices.
- Investigate and analyze digital records and other types of data to aid in the investigation of criminal activities.
- Interpret and document examination results in a variety of analytical and/or narrative reports, which may include investigative analyses, findings, and recommendations.
- Take custody of seized items following accepted evidentiary procedures and policies for the storage of computers or computer related items or components and cellular devices; maintain proper chain of custody.
- Identify and recommend information technology resources and processes to be used in the course of related work.
- Assist investigators, pursuant to a search warrant or consent, with the proper seizure of computers, storage medium, peripherals, and other items functionally reliant upon computer components such as cell phones, video and still cameras, and other items utilizing microprocessor(s) and/or with data storage capability in an accepted technical manner that ensures preservation of or prevents the destruction of potential evidence.
- Provide ongoing analysis of technology trends to incorporate proven forensic investigation and supporting technologies into best practice; provides training and consultation on proper seizure, access, interpretation, and preservation of digital evidence.
- Provide analytical support for investigators to include social media research, data mining, cell-site mapping, and geo-location of various devices and technologies; creates analytical reports, charts, timelines, and research new technology to support investigations.
- May respond to crime scenes to collect or advise in the collection of digital and multimedia evidence.
- Work cooperatively with a variety of law enforcement, corrections, and criminal prosecution professionals during all phases of any digital analysis and investigation process.
- Serve as a technical expert and testify in court proceedings.
- Other duties may be assigned.

## QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill and/or ability required.

### Education and Experience:

- High school diploma or equivalent, supplemented with college-level course work in Police Science or a related field. Specialized training in field collection and preservation of physical evidence, photography, latent prints, or a related field is preferred. Forensic Science Degree or related work experience is preferred.
- Position requires completing and successfully passing drug testing, background check, polygraph/lie detector test.

### Knowledge, Skills, and Abilities:

- Must have a thorough knowledge of public law and court procedures.
- Excellent physical and mental condition.
- Must maintain excellent relationship with County, State and Federal officials, civic leaders, and the general public.
- Must be able to hold composure and exercise good judgment in times of stress.

- Thorough knowledge of County geography.
- Communicate with other public safety entities both directly and via radio and telephone.
- Communicate with general public in both daily and emergency situations.
- Communicate with other staff, both inside and outside the department.
- General math ability.
- Must be able to make reasonable and sound judgments during emergency conditions. Must be able to manage emergency resources beyond routine expectations.
- Ability to use specialized equipment and techniques to collect and analyze physical evidence.
- Ability to develop and lift latent fingerprints with black powder and other chemicals;
- Ability to perform responsible evidence collection work with accuracy, speed, and minimal supervision;
- Ability to identify items of evidential value;
- Ability to collect, compile, and preserve evidence and information;
- Ability to interview victims, witnesses, and suspects to obtain information;
- Ability to maintain confidentiality of sensitive information;
- Ability to prepare and maintain accurate and complete records;
- Ability to prepare clear and comprehensive reports;
- Ability to exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs;
- Ability to communicate clearly and concisely, both orally and in writing;
- Ability to testify in court and work with the State's Attorney's Office and allied agencies as needed.

#### Certificates and Licenses:

- Valid driver's license

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be in good general physical condition and be able to successfully perform the essential functions of this job. Physical and mental condition must be in accordance with metropolitan life scale (i.e.; weight proportionate to height).
- Must have the ability to perform under stressful situations and work extended hours if needed.
- Must be able to sit and/or stand for extended periods.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Law enforcement work by its very nature is extremely hazardous. You are called upon to risk your life, if necessary.
- Shift work, 24 hours a day, 7 days a week, 365 days a year, someone sworn to uphold the law must be on duty to respond to calls from the public for assistance. A Deputy does not work around the clock or weekends, however, is responsible for those who do.
- Performs administrative duties but still has the same hazards to deal with at any given time when the situation calls for his presence. High stress. Faced with life/death situations at any given time.