

## City of Greenwood – Crime Scene Specialist

<b>Job Title:</b>	Crime Scene Specialist	<b>Job Category:</b>	Non-Exempt
<b>Department/Group:</b>	Police	<b>Job Code:</b>	
<b>Location:</b>	Justice Center 186 Surina Way Greenwood IN 46143	<b>Travel Required:</b>	YES
<b>Level/Salary Range:</b>	Contingent on Experience	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Human Resources Coordinator	<b>Supervisor:</b>	Deputy Chief of Investigations
<b>Fax or E-mail:</b> (317) 887-5868 or HR@greenwood.in.gov	<b>Mail: City of Greenwood</b> Attention: Human Resources Department 300 S Madison Avenue Greenwood, IN 46142		
<b>Job Purpose:</b>	<b>The crime scene specialist will perform technical and administrative functions associated with collecting, analyzing and documenting evidence and property pertaining to criminal investigations and police department operations.</b>		

### Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook, Greenwood Police Department Policies, General Orders, Regulations and directives of the Chief of Police and or their immediate supervisor.
- Identify, collect, package and preserve physical evidence, latent fingerprints and forensic evidence at crime scenes and from recovered vehicles and other property.
- Submit evidence and property documentation to state police laboratories, toxicology laboratories, and elsewhere as needed for testing and analysis.
- Capture photographic evidence at crime scenes, accident scenes; mount photographic evidence for trials. Make copies of photos and digital evidence for prosecutor, defense attorneys, insurance companies, and others as directed by supervisor or Chief of Police.
- Attend autopsies, take photographs and collect evidence involving bodily fluids, tissues, bones or other body parts.
- Testify truthfully and accurately in court.
- Maintain and clean assigned equipment, including but not limited to, cameras, surveillance equipment, video recorders, metal detector, fume hood, superglue tanks and other laboratory equipment.
- Maintain awareness of best practices and advances in the profession, attending training as needed or required.
- Be available for 24 hour on call a week at a time, or as needed outside of normal work hours.
- Assist with property room operation, including emptying of evidence lockers, check evidence/property into the property room utilizing evidence tracking software, return property to owners, inventory property room, transport and observe destruction of evidence all while maintain accurate and complete chain of custody records and enter such records into the department records management system.
- Properly utilize personal protective equipment in the performance of job duties.

### Job Requirements:

- **Education:** High School Degree or GED, associate or bachelor degree in forensic studies of criminal justice preferred. In the alternative, a candidate should have at least two years of satisfactory job experience in a similar position or at

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least five years' experience as a full time sworn law enforcement officer with graduation from a state law enforcement academy.

- **Skills and Abilities:** Ability to understand and follow oral and written instructions, work alone and with others in a team environment with minimum supervision, prioritize and work on multiple tasks concurrently, and possess a valid Indiana driver's license. Must possess Crime Scene Certification through Indiana Law Enforcement Training Board or attain within one year of completion of training.
- **Physical:** Must possess the ability to physically exert themselves at times, sustained, physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling. Must possess the ability to lift at least fifty pounds. The physical activity may take place in all environmental conditions, such as snow, rain, standing water, severe weather, wind, dirt, dust, pollen, odors, fumes and violent crime scenes.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position. The City of Greenwood is an "at will" employer and has the right to terminate the employment relationship at any time.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Approved By:**

Interested Candidates must submit an application to the Human Resources Department by June 1, 2019