

**CLASS SPECIFICATION  
CITY OF NORTH LAS VEGAS**

<b>CLASS TITLE:</b>	CRIME SCENE ANALYST I CRIME SCENE ANALYST II SENIOR CRIME SCENE ANALYST	<b>JOB CODE:</b> 01229 - TNS <b>JOB CODE:</b> 01233 - TNS <b>JOB CODE:</b> 01234 - TNS
<b>REPORTS TO:</b>	VARIES	<b>GRADE:</b> 16 <b>GRADE:</b> 19 <b>GRADE:</b> 20
<b>DEPARTMENT(S):</b>	POLICE	
<b>FLSA STATUS:</b>	NON-EXEMPT	
	<b>DATE:</b> March 19, 2003	<b>REVISED DATE:</b> December, 2003 <b>REVISED DATE:</b> April 25, 2006

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**JOB SUMMARY:**

Responds to crime scenes and performs a variety of investigative tasks to document the crime including taking photographs, recovering evidence and processing latent, patent and visible fingerprints; and to perform a variety of tasks relative to assigned areas of responsibility.

**DISTINGUISHING CHARACTERISTICS:**

**Crime Scene Analyst I**

This is the entry level class in the Crime Scene Analyst series. Incumbents in the Crime Scene Analyst I class learn and perform a variety of technical investigative duties. This class is used as a training class and is alternately staffed with Crime Scene Analyst II and Senior Crime Scene Analyst. It is expected that the employee will promote to the Crime Scene Analyst II within two years of appointment as a Crime Scene Analyst I, after successfully gaining experience, demonstrating proficiency, obtaining professional certifications and meeting the minimum requirements for the Crime Scene Analyst II.

**Crime Scene Analyst II**

Incumbents learn and perform a variety of technical and/or specialized crime scene investigative duties. This class is alternately staffed with Senior Crime Scene Analyst and incumbents may advance to the Senior Crime Scene Analyst after successfully gaining experience, demonstrating proficiency, obtaining professional certifications and meeting the minimum qualifications for the Senior Crime Scene Analyst. This class may contain positions wherein employees perform routine tasks on a permanent basis and therefore remain in the Crime Scene Analyst II class.

**Senior Crime Scene Analyst**

Incumbents perform the full range of assigned duties with a significant degree of independence and sound judgment with regard to the department's procedures and practices. This class differs from the Crime Scene Analyst II in the complexity and the incumbents' knowledge of the department's standards and procedures. Incumbents may perform as the lead worker.

**ESSENTIAL FUNCTIONS:** (Duties may include, but are not limited to, the following)

**Crime Scene Analyst I**

Learns and performs all the essential functions listed below under Crime Scene Analyst II.

### **Crime Scene Analyst II**

Responds to and participates in crime scene investigations including searching for, identifying and evaluating physical evidence.

Performs a variety of tasks in evaluating crime scenes; photographing and lifting fingerprints, obtaining suspect and elimination prints; and documenting crime scenes with photography, sketches and diagrams.

Processes evidence for fingerprints; processes and recovers fingerprints using various methods including powders, chemicals, adhesives, tapes, light sources, photography or related methods.

Conducts fingerprint comparisons and eliminations.

Prepares casts of footwear, footprints and tool marks.

Collects, preserves and maintains integrity of evidence in the field and in the laboratory; ensures accuracy of information received; properly packages, stores and secures evidence; maintains chain of custody.

Conducts presumptive test for the presence of blood, semen, and other substances.

Processes items to locate and recover trace evidence.

Under supervision, performs a variety of tasks at autopsies including collection of clothing and other evidence, fingerprinting, taking photographs, search for and recover trace evidence.

Prepares crime scene reports and documentation; ensures accuracy, proper grammar and completeness.

Testifies as an expert witness in court, providing results of evidence analysis; prepares photographs, sketches, diagrams and other crime scene displays for presentation in court.

Adheres to standard safety precautions.

Recovers, unloads and impounds firearms.

Stays abreast of new trends and innovations in the field of crime scene investigation.

Participates in required training to obtain/maintain certifications(s) in crime scene analyst and other disciplines as determined by the department.

Performs related duties and responsibilities.

### **Senior Crime Scene Analyst**

In addition to the above:

Performs the most difficult tasks during the investigation of crimes including leading homicide investigations.

Trains assigned employees in the methods and techniques of crime scene investigations.

May act as lead analyst for crime scene investigations directing the work of other assigned employees.

**MATERIALS AND EQUIPMENT USED:**

City vehicle	Firearms	Fingerprinting equipment & supplies
Laboratory equipment	Cameras	Office & computer equipment & software

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

**Crime Scene Analyst I**

Associates degree from an accredited college or university with the major course work in criminal justice, police science, forensic science, or a closely related field; OR

Two years of paid full time progressively responsible continuous, uninterrupted experience conducting crime scene investigations and performing field crime scene processing/analysis of evidence for an investigative municipal police agency, county sheriffs office, or governmental agency but not limited to a county coroner's office or medical examiner's office within the last 3 years.

**Crime Scene Analyst II**

In addition to the minimum requirements for Crime Scene Analyst I:

One year of experience as a Crime Scene Analyst I for the City of North Las Vegas OR

Three years of paid full time progressively responsible continuous, uninterrupted experience conducting crime scene investigations and performing lab processing/analysis of evidence for an investigative municipal police agency, county sheriffs office, or governmental agency but not limited to a county coroner's office or medical examiner's office within the last 4 years.

**Senior Crime Scene Analyst**

In addition to the minimum requirements for Crime Scene Analyst II:

Two years of progressively responsible experience as a Crime Scene Analyst II with the City of North Las Vegas OR

Five years of paid full time progressively responsible continuous, uninterrupted experience conducting crime scene investigations and performing lab processing/analysis of evidence for an investigative municipal police agency, county sheriffs office, or governmental agency but not limited to a county coroner's office or medical examiner's office within the last 6 years.

**Licenses and Certifications:**

**Crime Scene Analyst I**

Must be a US citizen and a minimum of 21 years of age.

Must possess a valid state driver's license and maintain satisfactory motor vehicle record and ability to obtain appropriate Nevada state driver's license within required time frame.

Must pass a pre-employment physical and psychological exam.

Must satisfactorily complete the North Las Vegas Police Department Crime Scene Investigators Field Training Program within the allotted time frame for the program.

Must be able to obtain certification from the American Institute of Applied Science (AIAS) correspondence course in Forensic Science or equivalent within one year from the date of hire.

Must exhibit the ability to obtain certification as a Crime Scene Technician (level 1) from the International Association for Identification (IAI) to move to the Crime Scene Analyst II level.

Must attend and graduate from a Crime Scene Investigation Academy, if previously not accomplished.

### **Crime Scene Analyst II**

In addition to the above:

Must complete and maintain certification as Crime Scene Technician (Level I) from the International Association for Identification (IAI) within one year of the appointment to Crime Scene Analyst II.

Must have attended 40 hours of Advanced Crime Scene Investigations Training as a Crime Scene Analyst I, or equivalent.

### **Senior Crime Scene Analyst**

In addition to the above:

Must have attended 80 hours of Advanced Crime Scene Investigations Training as a Crime Scene Analyst II, or equivalent position.

Must complete and maintain certification as a Crime Scene Technician (Level II) from the International Association for Identification (IAI) within one year of the appointment to Senior Crime Scene Analyst.

Must satisfactorily complete all applicable task and knowledge areas in the Investigation Bureau, Senior Crime Scene Analyst Training Plan within one year of the appointment to Senior Crime Scene Analyst.

### **Knowledge of:**

#### **Crime Scene Analyst I**

Basic police investigation principles and techniques.

Evidence collection and preservation procedures.

Theory and principles of forensic science.

Principles of photography.

Basic drawing and sketching techniques.

## **Crime Scene Analyst II**

In addition to those listed above:

Advanced photography techniques, including digital photography, video photography, and computer image processing.

Drawing, sketching, and casting techniques.

Methods and techniques of latent fingerprint collection and processing.

Operations of a forensic processing equipment, computer hardware and software, materials, and evidence.

Pertinent federal, state and local laws, codes and regulations related to the classification, collection and preservation of evidence.

Proper safety precautions and practices related to the work.

## **Senior Crime Scene Analyst**

In addition to the above:

Thorough knowledge of advanced and complex forensic techniques including fingerprints, photographing, laboratory processing of evidence, crime scene investigations, related computer hardware and software, evidence preservation, etc.

Thorough knowledge of sources of information and current literature in the field of Criminalistics, chemistry, supervisory principles and practices.

Thorough knowledge of federal state and local laws, codes, rules, regulations, policies, and procedures related to the classification, collection, and preservation of evidence.

### **Skills:**

#### **Crime Scene Analyst I**

Interpersonal skills necessary to effectively interact with internal staff, citizens and other City officials and staff in order to give and extricate information in a courteous and friendly manner.

Photography.

Drawing and sketching.

#### **Crime Scene Analyst II**

In addition to the above:

Performing a variety of tasks in evaluating crime scenes.

Photographing and lifting fingerprints.

Obtaining suspect and elimination prints.

Documenting crime scenes with photography, sketches and diagrams.

Collecting, preserving and maintaining integrity of evidence.

Preparing evidence and exhibits for trial.

Testifying as an expert witness.

### **Senior Crime Scene Analyst**

In addition to the above:

Performing complex and difficult crime scene investigations.

Applying the most complex and advanced fingerprint, photographic, investigation and analysis techniques to crime scene investigations.

Training and directing the work of assigned staff.

Leading major crime scene processing activities.

### **Physical and Mental Abilities:**

#### **Crime Scene Analyst I-Crime Scene Analyst II**

Communicate clearly and concisely, verbally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Use office and laboratory equipment including computers.

Ability to prepare clear and concise reports.

Ability to pass periodic proficiency testing and maintain proficiency in the various disciplines.

Ability to learn and follow the rules, regulations, policies and procedures of the North Las Vegas Police Department.

Ability to learn advance methods and techniques of latent fingerprint processing.

While performing the essential functions of this job, the incumbent is expected to regularly operate assigned equipment; maintain mental capacity to make sound decisions and demonstrate intellectual capabilities; to maintain vision sufficient to read rules, regulations, policies, procedures, fingerprints, computer screens, printouts, conduct laboratory tests, and search for evidence in low light situations; hearing sufficient to operate office equipment, collect evidence and perform laboratory tests; to maintain physical condition necessary for moderate or light lifting, climbing, bending, stooping, crawling in confined spaces, heights, riding in open helicopters for aerial photography, standing for prolonged periods of time, lifting and carrying items of evidence, lifting laboratory supplies and equipment, lifting office supplies and

equipment, wearing and using a respirator and/or SCBA (self-contained breathing apparatus) for extended periods of time; and endurance sufficient to maintain efficiency throughout the entire shift.

### **Senior Crime Scene Analyst**

In addition to the above:

Act as lead investigator and review the work of assigned staff.

Train assigned staff.

Act as spokesperson when required.

### **Working Conditions:**

While performing the essential functions of this job, the incumbent is expected to work indoors and outdoors in all types of weather conditions; includes exposure to unpleasant sights and odors as well as human body fluids, other biological hazards, and dangerous chemicals.

Regular and timely attendance is required.

*This class specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.*