



CITY OF DENTON
invites applications for the position of:
**Lead Crime Scene
Investigator**

An Equal Opportunity Employer

SALARY: \$24.99 - \$33.23 Hourly

OPENING DATE: 10/11/21

CLOSING DATE: 10/25/21 11:59 PM

SUMMARY:

Responsible for the supervision of personnel within and the day-to-day management of the Crime Scene Unit to ensure the implementation of methods and procedures that provide accurate and reliable examination results and provides technical and administrative review of scientific reports. Position allocates work, provides advice, guidance, training and quality assurance and policy compliance of subordinate investigators.

ESSENTIAL FUNCTIONS AND OTHER IMPORTANT DUTIES:

Essential Functions:

- Assigns duties and evaluates performance of unit employees including personnel performance improvement plans and corrective actions, court testimony evaluations, and staff feedback.
- Receives, prepares and transmits communications, instructions, and policies.
- Ensures compliance with departmental policies and procedures.
- Responds and leads employees on serious crime scenes.
- Provides training and guidance to unit employees; shares forensic expertise with staff; conducts training and information sharing with other agencies and outside groups
- Provides quality control assurance in crime scene and laboratory work.
- Locates, documents, collects, and preserves physical and digital evidence at crime scenes and in the laboratory.
- Reconstructs crime scenes by using available physical evidence to determine actions and activities of suspect(s) and victim(s) through accepted forensic disciplines and scientific practices.
- Performs analytical examinations on physical and digital evidence collected and forms conclusions and opinions relating to the actions of the subject(s).
- Evaluates and compares unidentified fingerprints to "known" fingerprints via Automated Fingerprint database comparison or directly obtained from subject(s).
- Prepares reports and visual presentations of findings, investigative methods, techniques, and procedures. Prepares investigative and other reports, including sketches, using appropriate grammar, symbols, and mathematical computations. Prepares results to educate and inform Detectives, Prosecutors, Judges and Juries.
- Testifies as an expert witness in criminal and administrative proceedings.
- Maintains area specific certifications and attends regular training to maintain currency in area of expertise.
- Operates city vehicle within policy guidelines.
- Maintains regular and punctual on-site attendance

Additional Duties:

- Performs other duties as assigned

JOB REQUIREMENTS:**Minimum Qualifications / Acceptable Equivalency:**

- Bachelor's degree from an accredited college or university in forensic science, chemistry, biology, physics, or related field.
- Four years of experience in a law enforcement position that requires collection or testing of forensic evidence, including one year of lead or supervisory experience.

OR

- Master's degree from an accredited college or university in forensic science, chemistry, biology, physics, or related field.
- Two years of experience in a law enforcement position that required collection or testing of forensic evidence, including one year of lead or supervisory experience.

OR

- Any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job

Core Competencies:

- Knowledge of principles, processes, and methodologies used in forensic science including scene processing, digital imaging/photography, latent print enhancement and examination, forensic chemistry and biology, scene reconstruction, and evidence management.
- Knowledge of criminal offenses, legal codes and criminal justice systems.
- Knowledge of laws of evidence, search and seizure, and court proceedings related to the presentation and management of evidence.
- Knowledge of principles of supervision, training, and performance evaluation.
- Knowledge of principles and practices of data storage and recovery, digital forensic acquisition and analysis.
- Knowledge of principles, processes, and methodologies of developing and maintaining technical quality assurance and control systems.
- Skills to communicate effectively orally in writing in formal and informal settings.
- Skills to use a variety of modern office and forensic laboratory technology, equipment, tools, software, and databases.
- Skills to identify, collect, and examine physical and digital evidence using appropriate analytical techniques and methods.
- Ability to plan, organize, supervise, and audit the activities of a technical scientific work unit.
- Ability to establish and maintain effective working relationships with all internal and external agency customers and personnel.
- Ability to use logic and reasoning to identify best practice approaches to investigative processes.
- Ability to detect and collect evidence and substances related to criminal offenses, often in dangerous conditions.
- Ability to read and comprehend legal and nonlegal documents, including the preparation and processing of such documents as citations, affidavits, and warrants.
- Must be able to render credible testimony in judicial and administrative proceedings.
- Ability to communicate effectively both verbally and in writing
- Ability to form and maintain effective relationships with coworkers and customers
- Ability to perform all job duties in a manner that is consistent with the City of Denton's mission to be a leader among cities in delivering outstanding quality services and products through citizen involvement, innovation and efficient use of resources.

Preferences:

- Bilingual in Spanish and English
- International Association for Identification (IAI) Certified Latent Print Examiner
- Crime Scene Certified – IAI (Certified Crime Scene Investigator, Certified Crime Scene Analyst, or Senior Crime Scene Analyst) or UT LEIC/NFA (Certified Crime Scene Investigator or Certified Senior Crime Scene Investigator)

Conditions of Employment:

- Must have and maintain a valid Class “C” Driver’s License and valid state required minimum automobile liability insurance prior to employment (must obtain Texas Class “C” driver’s license and state required minimum automobile liability insurance within 90 days of hire per state law)
- Must pass a drug test, driver’s license check, criminal history background check, and social security number verification check
- Must meet the Civilian Hiring Standards of the Denton Police Department
- A personal history statement must be submitted with each application
- Must be able to work overtime when requested
- May be required to work in extreme weather conditions for extended periods of time
- Must be able to work any shift

ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS:

Physical Requirements:

- Overall Strength Demands: The italicized word describes the overall strength demand of the functions performed by the incumbent during a typical workday.
- Sedentary – lifting no more than 10 pounds
- ***Light – lifting no more than 20 pounds; carry up to 10 pounds***
- Medium – lifting no more than 50 pounds, carry up to 25 pounds
- Heavy – lifting no more than 100 pounds, carry up to 50 pounds
- Very Heavy – lifting more than 100 pounds, carry more than 50 pounds

Physical Demand Codes: The following describes if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Codes for “how often”:

Y = Yes

N = No

E = extensive (100-70%)

M = moderate (60-30%)

I = infrequent (20-10%)

A = almost never (<10%)

Task: Code:

1. Standing: M
2. Sitting: E
3. Walking: M
4. Lifting: I
5. Carrying: I
6. Pushing/Pulling: I
7. Overhead Work: I
8. Fine Dexterity: I
9. Kneeling: I
10. Crouching: I
11. Crawling: A
12. Bending: I
13. Twisting: M
14. Climbing: M
15. Balancing: M
16. Vision: E
17. Hearing: E
18. Talking: E
19. Video Display: E

Machines, Tools, Equipment and Work Aids:

The essential functions of this position require the daily use of a phone and a computer, and

extensive use of chemicals, supplies and equipment used in forensic analysis, including digital video and audio recording equipment.

Environmental Factors:

The essential functions of this position are performed in laboratory and field environments with some work inclement and extreme weather conditions.

This job description is not an employment agreement, contract agreement, or contract.

Management has exclusive right to alter this job description at any time without notice.

ADA/EOE/ADEA

Applicants must satisfy all conditions of employment as outlined in the position announcement.
All applicants must pass a pre-employment drug screen prior to employment.

"We are committed to achieving a diversified workforce!"

ADA/EOE/ADEA.

www.cityofdenton.com

"Dedicated to Quality Service"

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.cityofdenton.com>

Job #21-00462

LEAD CRIME SCENE INVESTIGATOR

JM

OUR OFFICE IS LOCATED AT:

601 E. Hickory Street

Suite A

Denton, TX 76205

(940) 349-8340

jobs@cityofdenton.com

An Equal Opportunity Employer

Lead Crime Scene Investigator Supplemental Questionnaire

- * 1. Which best describes your highest completed level of education?
 - High School Diploma or GED
 - Associate's Degree or Technical Certification
 - Bachelor's Degree
 - Master's Degree or higher
 - None of the above
- * 2. How many years of paid, professional-level experience do you have in crime scene investigation and processing, lab processing techniques or latent fingerprint examiner?
 - Less than 6 months
 - 6 months to less than 1 year
 - 1 year to less than 2 years
 - 2 years to less than 3 years
 - 3 years to less than 4 years
 - 4 years to less than 5 years
 - 5 years to less than 6 years
 - 6 years to less than 7 years
 - 7 years to less than 8 years
 - 8 years to less than 9 years
 - 9 years to less than 10 years
 - 10 years or more
- * 3. In relation to the above question, please list any related education, experience, certifications or licenses that would result in successfully performing the essential functions of the job:

- * 4. Check the boxes next to the systems/software in which you are proficient:
 - Microsoft Word
 - Microsoft Excel
 - Microsoft Powerpoint
 - Microsoft Outlook
 - None of the above
- * 5. Check the box next to the training/experience in which you have:
 - Forensic Photography
 - Blood Spatter Analysis
 - Crime Scene Reconstruction
 - Shooting Reconstruction
 - Other
 - None
- * 6. Briefly detail the scope and range of your experience as indicated in the previous question. Note: Entering "N/A" or "See Resume/Application" does not qualify as an acceptable response.
- * 7. What certifications do you possess in relation to forensic science?
- * 8. This position works all shifts; days, evenings, weekends, holidays or be on call for work. Are you able and willing to meet this requirement?
 - Yes
 - No
- * 9. Are you bilingual in Spanish and English?
 - Yes
 - No
- * 10. If you answered "Yes" in the previous question check the boxes next to the areas in which you are fluent in Spanish:
 - Not Fluent in Spanish
 - Read
 - Write
 - Speak
- * Required Question