



CITY OF HYATTSVILLE, POLICE DEPARTMENT

POSITION CLASSIFICATION: **CRIME SCENE INVESTIGATOR**

Grade: 109/111 - Range: \$40,490 - \$50,708 (Commensurate with exp. & education)

FLSA: Non-Exempt

Position Closes 2/3/19

Full time position with benefits - No relocation funds provided

NATURE OF WORK

This civilian position is assigned to the Police Department Criminal Investigations Section and is responsible for the maintenance, storage, security and chain of custody for all property and evidence. This includes property seized as evidence to be used in criminal prosecution and/or laboratory analysis, lost, abandoned, or recovered property held for safe keeping. The incumbent is responsible for regular audits and disposal of property in accordance with City, State and Federal guidelines. The position also serves as the crime scene investigator and is responsible for processing crime scenes to include fingerprinting, photographing, sketching, and using evidence collection procedures and equipment. The incumbent will be responsible for testifying in court procedures and other duties as assigned. The incumbent will be responsible for adherence to all CALEA standards related to property and evidence.

ESSENTIAL FUNCTIONS

- Adheres to all applicable Department, City, State and Federal policies, procedures and legal mandates.
- Ensures proper packaging, storage and disposal of property and evidence.
- Ensures property and evidence packaging supplies and materials are available.
- Ensures chain of custody and security of all property and evidence.
- Arranges for and transports evidence for laboratory analysis.
- Monitors officer's and other property lockers daily and properly logs and secures property.
- Follows proper procedures and timelines for release of evidence to officers.
- Monitors property reports for proper completion by officers.
- Completes accurate and timely data entry of property reports and records.
- Plans, coordinates and completes property auctions and disposals.
- Photographs, collects and packages items of evidence from crime scenes.
- Processes and packages evidence collected from crime scenes.
- Operates evidence collection, photography and recording equipment.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of and adherence to the vision, mission, values, goals, ethical and integrity standards of the Police Department.
- Knowledge of the rules, regulations, policies and procedures of the Police department.
- Knowledge of the court system and procedures.
- Ability to effectively communicate ideas and information orally and in writing.
- Ability to compose reports that are accurate, complete, and concise.
- Ability to effectively communicate on police radio system.
- Ability to work autonomously, requiring little direct daily supervision while accomplishing assigned tasks.

- Ability to adhere to prescribed deadlines.
- Ability to make constructive use of non-committed time.
- Ability to perform job function in moderate to high stress conditions.
- Skilled in the operation of assigned crime scene investigation vehicle.
- Skilled in the operation of computers and related software.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

- Ability to safely operate a motor vehicle.
- Ability to maintain enough strength, agility and fitness to properly perform duties and responsibilities.
- Ability to lift to 25 pounds.
- Ability to work in a variety of weather conditions.
- Ability to work an alternate shift as required.
- Available for crime scene call-out as required.

MINIMUM QUALIFICATIONS

- High school diploma or G.E.D. certificate required.
- Related experience and/or college coursework preferred.
- Must be able to successfully complete an extensive employment background investigation to include criminal history and drug screening.
- Valid driver's license for class of vehicle assigned.
- Must currently possess or obtain a basic crime scene investigation certification within one year of appointment.

ADDITIONAL INFORMATION:

Please note that this description is not intended to describe all the duties associated with this position and the City in its sole discretion reserves the right to modify the duties of the position.

The City of Hyattsville is an Equal Opportunity Employer without regard to race, color, religion, national origin, sex, ancestry, marital status, age, sexual orientation, disability, political or union affiliation. Applications may be picked up at the Hyattsville City Administrative Office, 4310 Gallatin Street, Hyattsville, MD, at the 3rd floor reception area, Monday thru Friday, 8:30 a.m. to 5:00 p.m. The application is also available for download at www.hyattsville.org.

Return applications:

- Fax applications to 301-985-5007, or
- Email to ccanfield@hyattsville.org, or
- Drop off: Administration Building, 3rd Floor, 4310 Gallatin St., Hyattsville, MD 20781 between 8:30 a.m. and 5:00 p.m.