



# City of Tempe

## CRIME SCENE SPECIALIST I+

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	553	<i>Department:</i>	Police
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Crime Scene Specialist II+
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes
<i>Initial Probation:</i>	1 year		
Click <a href="#">here</a> for more job classification information including current salary range.			

**DISTINGUISHING CHARACTERISTICS**

This is the entry level training class in the Crime Scene Specialist series. Employees in this class are distinguished from the Crime Scene Specialist II+ by the more routine tasks and duties under close supervision.

**REPORTING RELATIONSHIPS**

Receives general supervision from supervisory or management staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	One (1) year work experience.
<i>Education:</i>	Bachelor’s degree from an accredited college or university in natural science, forensic science, or criminalistics, or a degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>● Possession of, or required to obtain within six (6) months of hire, an ACJIS Terminal Operator Certificate.</li> <li>● Possession of a valid driver’s license.</li> <li>● Completion of a designated Crime Scene training program within one (1) year of hire or promotion.</li> <li>● Successfully pass competency testing within one (1) year of hire or promotion.</li> </ul>
<i>Additional</i>	Must pass a police polygraph and background examination.

**ESSENTIAL JOB FUNCTIONS**

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform skilled technical work in a variety of criminal investigative environments.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Identify, document, preserve and impound evidence at crime scenes and vehicle collision scenes.
- Prepare detailed reports, establishing and maintaining records to ensure proper chain of custody of physical evidence.
- Testify at trial, hearings, defense interviews, and depositions.
- Ensure scene safety and evidence integrity.
- Operate and maintain assigned equipment, supplies and laboratory equipment.
- Perform related duties as assigned.

### COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

### JOB DESCRIPTION HISTORY

*Effective November 1988*  
*Revised August 1993*  
*Revised December 1994*  
*Revised Jan 2002 (title change)*  
*Revised June 2004 (min qualifications and duties)*  
*Revised July 2004 (min qualifications)*

*Revised November 2004 (min qualifications and duties)*

*Revised October 2005*

*Revised June 2012 (update job duties, added environmental setting and competencies)*

*Revised May 2014 (update job title and min qualifications)*

*Revised January 2016 (update essential functions, min qualifications)*

*Revised January 2017 (created trainee flex classification)*

*Revised May 2023 (update distinguishing characteristics, min qualifications and job duties)*

*Revised February 2024 (update job title, distinguishing characteristics, min qualifications and job duties)*

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

**Job Title: Crime Scene Specialist I+**

**Job Code: 553**

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

	Never 0% of time	Occas. 1-35% of time	Freq. 36-65% of time	Contin. 66-100% of time
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ENDURANCE				
Sit			X	
Stationary / Stand			X	
Move / Traverse			X	

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*		X		
Electrical*	X			
Power Tools*		X		
Hand Tools*		X		
Personal Protective Equipment*			X	
Fumes			X	
Computer Software			X	
Chemicals			X	

ENVIRONMENT				
Indoors			X	
Outdoors			X	
Working in or around water		X		
Extreme Heat			X	
Extreme Cold			X	
Office Setting			X	
Confined Spaces		X		
Excessive Noise**	X			
Heights		X		
Sewage Exposure		X		
Bodily Fluid Exposure			X	

VISION REQUIREMENTS	YES	NO
<b>Close</b> (clear vision at 20 inches or less)	X	
<b>Distance</b> (clear vision at 20 feet or more)	X	
<b>Color</b> (ability to identify and distinguish colors)	X	
<b>Depth Perception</b> (three-dimensional vision, ability to judge distances and spatial relationships)	X	
<b>Peripheral</b> (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	X	
<b>Ability to adjust focus</b> (ability to adjust the eye to bring an object into sharp focus)	X	
<b>No Special Vision Requirements</b>		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl	X	
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Climb Stairs / Ladders	X	
Neck Range of Motion	X	
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
- May require working extended hours.
- May work alone for extended periods of time.
- Other mental attributes essential to this classification.

*DEFINITIONS/EXAMPLES
<b>Machinery:</b> bucket truck, riding mowers, backhoe etc.
<b>Electrical:</b> wiring, outlets, fuses etc.
<b>Power Tools:</b> push mowers, jackhammers, drills, chainsaw etc.
<b>Hand Tools:</b> hammers, wrenches, shovels, wheel barrels, saws etc.
<b>Personal Protective Equipment:</b> respirators, Tyvek coveralls, hard hats, fall protection harness etc.

\*\* Hearing test is required