



City of Tempe

CRIME SCENE SPECIALIST II+

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	250	<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

Click [here](#) for more job classification information including current salary range.

DISTINGUISHING CHARACTERISTICS

This is a journey level class within the Crime Scene Specialist series. Employees within this class are distinguished from the Crime Scene Specialist II+ by the technical work requiring greater expertise that is performed on more complex crime scenes, and in the lab, as well as the use of technical equipment.

REPORTING RELATIONSHIPS

Receives general supervision from supervisory or management staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two (2) years of experience as a Crime Scene Specialist I+ or equivalent position with a law enforcement agency.
<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 the position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Possession of, or required to obtain within six (6) months of hire, an ACJIS Terminal Operator Certificate. ● Successful completion of a competency testing within six (6) months of hire. ● Possession of a valid driver's license.
<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 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. .
- Provide guidance and training to lower-level staff.
- Prepare detailed reports, establishing and maintaining records to ensure proper chain of custody of physical evidence.
- Testify in court, at hearings, defense interviews and depositions.
- Conduct training or presentations related to the forensic science discipline.
- Ensure scene safety and evidence integrity.
- Operate and maintain assigned equipment, supplies and laboratory equipment.
- Prepare and conduct quality control testing on reagents and supplies and conduct validation tests for new techniques and reagents.
- 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

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 1988

Revised August 1993

Revised December 1994

Revised Jan 2002 (title change)

Revised June 2004 (minimum qualifications and duties)

Revised July 2004 (minimum qualifications)

Revised November 2004 (minimum qualifications and duties)

Revised October 2005

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

Revised May 2014 (update job title and min qualifications)

Revised January 2016 (essential functions, min qualifications)

Revised January 2017 (created trainee flex classification)

Revised August 2019 (minimum qualifications, education, license/certification, duties, demands)

Revised May 2023 (Update distinguishing characteristics, min qualifications, essential job functions, 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 II+

Job Code: 250

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
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)	X	
Color (ability to identify and distinguish colors)	X	
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)	X	
Peripheral (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	
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	X	
No Special Vision Requirements		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
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

** Hearing test is required