



CLASS SPECIFICATION

Class Title:	Crime Scene Investigator I, II, III	Class Code:	7001, 7002, 7003
Department:	Sheriff	Grade:	17, 18, 19
FLSA:	Non-Exempt	Eff. Date:	5/15/2026

GENERAL PURPOSE

Under the general supervision of the Crime Lab Sergeant, responds to crime scenes and performs a broad range of investigative tasks to document the crime scene

EXAMPLE OF DUTIES

Conducts crime scene investigations, processes items, recovers evidence such as fingerprints, footwear and tire impressions, firearms, bodily fluids, controlled substances; and trace evidence such as hair, fibers and gunshot residue.

Conducts presumptive tests for the presence of bodily fluids and other substances.

Documents crime scenes with photographs, 3D scans; prepares charts and displays.

Testifies as an expert witness in court.

Obtains fingerprints from suspects and others; collects and processes evidence from various areas of the bodies of living persons. Conducts fingerprint comparisons; operates Automated Fingerprint Identification Systems.

Preserves integrity of evidence in the field and in the laboratory; packages, stores and secures evidence; and maintains chain of custody. Attends autopsies to recover photographs, fingerprints, trace evidence, firearms evidence, or other physical evidence from deceased persons.

Prepares crime scene reports and documentation; ensures computer generated and handwritten reports are accurate, complete, and contain proper spelling and grammar.

Safely handles, unloads, processes and impounds firearms and other weapons. Receives property and evidence submitted by Davis County Sheriff's Office personnel or other law enforcement agencies; preserves integrity of submitted property and evidence while properly packaging, securing and storing these items; performs both confirmatory and presumptive drug tests and identifies both controlled and non-controlled medications.

Participates in required training to obtain and maintain certifications in related disciplines. Combines chemicals, reagents, and stains in the laboratory and field as necessary to process crime scenes and evidence.

Conducts training for Deputies or Police Officers, Evidence Technicians, and others as assigned.

Crime Scene Investigator III:



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Assists the Crime Lab Sergeant with maintaining and developing policies and procedures. Meets all of the requirements of a crime scene investigator II, plus additional education, training, or experience.

May act as a lead when the Crime Lab Sergeant is unavailable. May perform quality, technical or safety inspections and assist with annual accreditation assessments and preparation. Trains new Crime Lab employees and ensures adherence to established policies, procedures, and accreditation requirements.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Career Ladder: This position is part of a career ladder job series. Incumbents may be eligible to advance to Crime Scene Investigator II or III on her or his eligibility date, after meeting the minimum requirements for the position and upon supervisor's recommendation and Administrative Officer concurrence. An employee must be in good standing with the Sheriff's Office, including no disciplinary actions greater than a coach and counsel within the last 12 months.

Crime Scene Investigator I - Bachelor's degree in Forensic Science or a related field. A combination of education and related experience may be considered.

Preference for International Association for Identification certifications and/or fingerprint comparison experience; experience conducting investigations or handling evidence.

Crime Scene Investigator II – Bachelor's degree in Forensic Science or a related field, plus three (3) years of full-time experience conducting investigations or handling evidence. A combination of education and related experience may be considered.

Preference for Certification or training in fingerprints, bloodstain pattern analysis, crime scene reconstruction, shooting reconstruction, or footwear/tire mark analysis; advanced knowledge of crime scene processing techniques and equipment.; certification, training, or experience in courtroom testimony.

Crime Scene Investigator III - Bachelor's degree in Forensic Science or a related field, plus six (6) years of full-time experience conducting investigations or handling evidence. A combination of education and related experience may be considered.

Preference for Certification or training in fingerprints, bloodstain pattern analysis, crime scene reconstruction, shooting reconstruction, or footwear/tire mark analysis; advanced knowledge of crime scene processing techniques and equipment; certification, training, or experience in courtroom testimony; experience acting as a lead investigator, supervisor, or other management role; experience training crime scene investigators with less experience or training.



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2. Special Qualifications:

Must pass a criminal history background investigation

Must be able to obtain and maintain BCI access within three (3) months of hire date

Employees driving a personal or a county vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Satisfactory completion of the Davis County Sheriff's Office Crime Scene Technician Field Training Program; completion of a formal Crime Scene Investigation Academy or similar training program that included practical exercises and examinations; successful completion of formal courses in fingerprints, crime scene techniques and photography

3. Necessary Knowledge, Skills, and Abilities:

Knowledge of: policies, and procedures of the Davis County Sheriff's Office; principles of chemistry, biology, anatomy, physiology and related physical sciences; mathematical concepts to perform geometric and trigonometric calculations; evidence collection and preservation procedures; sketching and 3D scanning techniques; operations, services, and activities of crime scene investigations; theory and principles of forensic science; basic photography principles; operation and function of firearms; safety precautions and practices; pertinent federal, state, and local laws, codes, and regulations; modern methods of classifying, indexing, filing, and preserving laboratory records and evidence; operational methods and techniques for use of forensic lab equipment and materials; computer hardware and software used in a forensic laboratory; standard sources of information and current literature in the field of Criminalistics and Forensics.

Skill in: proficiently and safely operating laboratory and office equipment including computers

Ability to: organize, prioritize and analyze crime scenes and collect appropriate evidence; communicate clearly and concisely verbally and in writing; prepare clear and concise reports; take detailed notes and document actions taken; use correct English, punctuation, and spelling; communicate effectively with individuals from various socioeconomic, ethnic, and culturally diverse backgrounds; use initiative and independent judgement to solve problems within established procedural guidelines; use sound judgement in handling sensitive issues; establish and maintain effective working relationships; follow written and verbal directions.



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WORKING CONDITIONS

Must wear personal protective equipment such as: respirators, masks, gloves, footwear, clothing and eyewear; and comply with proper safety standards. Lift and handle potentially large and heavy items of physical evidence, chemical supplies and laboratory equipment weighing up to forty (40) pounds in the routine performance of duties.

Primary work environment is divided between field and laboratory settings. Exposure to unpleasant sights and odors, dangerous chemicals, bodily fluids, other biological hazards, and extreme weather conditions. Must be capable of working overtime, evenings, weekends, and holidays to perform on-call duties. Must be willing to travel for training to various locations including locations outside the state of Utah.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***