



2024 WMPD CRIME SCENE INVESTIGATOR JOB DESCRIPTION

Job Title:	Crime Scene Investigator	Reports To:	Investigations Lieutenant
Department:	Investigations Division	Shift:	As Required or Assigned
Salary Range:	\$58,000-\$60,000	Position Type:	Non-Exempt
Will Train Applicant:	Yes	Posting Expires:	
Applications Accepted By:			
WMPD Administration Captain John Jurkash jjurkash@whitestownpolice.org			
Job Description:			

CRIME SCENE INVESTIGATOR (CSI)

Under the direction of the Police Sergeant assigned to the investigation unit, the Police Lieutenant assigned to the investigation unit, and/or Administration Captain, the Crime Scene Investigator (CSI) assists the Criminal Investigation Division and the Patrol Division by investigating alleged felonies, minor misdemeanors, and serious misdemeanor incidents in the Town of Whitestown to establish facts necessary for clearance or arrest and court action.

Essential Functions

1. Perform investigative duties.

- A. Respond to police crime scenes, fully documenting scenes in entirety, including digital photography, video, measurements and sketching.
- B. Develop, identify, photograph, and document latent fingerprints and biological evidence.
- C. Search for, collect, preserve, and identify physical evidence found at crime scenes.
- D. Photograph and document crime scenes.
- E. Maintain and document the chain of custody of evidence by completing detailed property reports.
- F. Properly collect and preserve all related evidence through packaging, labeling, and securing all evidence.
- G. Assists other agencies when/as needed.
- H. Provide care and custody of all items impounded and process all evidence for court, labs, and/or for release or destruction.
- I. Collects and identifies physical evidence left at the crime scene.
- J. Ensure evidence has been sealed and/or marked for identification.
- K. Attend and photograph autopsies during death investigations

2. Perform administrative duties.

- A. Maintain access and inventory of the Property/Evidence Room and Evidence Laboratory.
- B. Maintain all digital images and video required by the department including, but not limited to: In-car camera, body camera, interview room and outside agency videos.
- C. Uploading, storage, downloading, retention and destruction of all digital images and video per Departmental Policy.
- D. Prepare comprehensive and technically correct reports.
- E. Accept evidence submitted to the Laboratory for examination and/or storage.
- F. Control access to the Laboratory evidence storage areas.
- A. Provide safe and secure storage of all evidence.
- B. Act as a liaison between the Property Room/Evidence Laboratory and the members of the Department.
- C. Transport evidence to and from the Laboratory system.
- D. Initiate all paperwork surrounding submission of evidence and maintain a complete and accurate record of each transaction affecting the evidence.
- E. Identify the appropriate discipline to perform examinations.
- F. Place submitted evidence in the storage location until it is examined and submit Request for Examination form to appropriate Laboratory personnel.
- G. Return or release physical evidence to the contributor or owner, as appropriate.
- H. Receive seized or recovered property.
- O. Periodically conduct an inventory of evidence storage areas.
- P. Coordinate the release, destruction, and subsequent paperwork of same.
- Q. Expedite the destruction or disposal of property by state sale in accordance with Department procedures.
- R. Photograph evidence in pre-trial and post-release release or destruction of cases as directed.
- S. Continuously check on completed cases in order to expedite return to the contributor.
- T. Responsible for ensuring that laboratory evidentiary control policies and procedures are followed.
- U. Maintain records of insurance company's payment of claims due to criminal activity in case property is recovered and can be returned.
- V. Assist the Criminal Investigations Division with record keeping, case management and any other duties as needed by the Police Sergeant assigned to the investigation unit, and/or Administration Captain.
- W. Download and retrieve digital images, videos as required by the Prosecutors office.
- X. Assists with new employee training.

Required Knowledge, Skills, and Abilities

- Subject to call outs at any hour or any day as scheduled.
- Work under adverse conditions.
- Maintain good physical condition to be able to perform various physical tasks and movements associated with collecting evidence/handling objects of varying weight and shape.
- Two-years' experience in the field of crime scene investigation, or
- Two-years' experience in law enforcement or death investigations with training and experience related to crime scene investigation and evidence collection, or
- Post-secondary education in crime scene investigations, forensics and investigative science, or natural science field of study, Associates Degree or higher, or
- Any equivalent combination of education and experience.

Qualifications:

- Must possess a high school diploma or general equivalency diploma.
- Must possess a valid Indiana driver's license (or obtain one within 60 days of becoming an Indiana resident) and have no more than six (6) active points.
- Must be a U.S. citizen.
- Must be at least 21 years of age by the time of appointment. (Birth Certificate required).
- According to IC 36-8-4.5-5 members of the police department must reside within:
 - The county in which the town is located;
 - A county that is contiguous to the county in which the town is located;
 - Or a county that is noncontiguous to the county in which the town is located but is not more than fifty (50) miles from the closest boundary of the town where the police or fire department is located.
 - *Any member who resides in a county that is noncontiguous to the county in which the town is located, and who resides within fifty (50) miles from the closest boundary of the town where the police or fire department is located will require written approval from the Chief of Police for the assignment of a take-home vehicle.*
- Must have no felony convictions for any offense.
- Must have no misdemeanor convictions for any offense involving domestic violence, operation of a vehicle while intoxicated or involving perjury, or a false statement.

The direct supervisor of the Crime Scene Investigator is the Police Lieutenant assigned to the Criminal Investigations Division, or the Administration Captain.

This position is considered an assigned position by the department and the Chief of Police may reassign an officer assigned to this position at his/her discretion. Such reassignment shall not constitute a demotion.

This position description is not intended to be all-inclusive. It is within the discretion of the Chief of Police to assign additional duties and responsibilities or remove duties and responsibilities at any time. This position description does not constitute a contract of employ