



# City of Council Bluffs

## Job Description

### Crime Scene Investigator I

**Department:** Police

**Supervisor:** Police Services Manager – Identification & Property Units

**Location:** Police Station

**FLSA Status:** Non-Exempt

**Prepared By:** Talent Acquisition Coordinator

**Prepared Date:** September 2025

**Union:** CWA

**Pay Grade:** 18 (\$29.43/HR with step increases to \$37.55/HR)

**Summary:** An employee in this class is responsible for investigating crime scenes, collecting evidence, and analyzing it in a laboratory setting to assist law enforcement in solving crimes. Works meticulously to ensure all evidence is properly documented, collected, and preserved according to established procedures and legal standards.

#### **Essential Duties and Responsibilities:**

- Crime Scene Examination:
  - Processes stolen and recovered vehicles of criminal offenses
  - Searches for, collects, and preserves physical evidence of crime scenes and accident scenes
  - Processes scenes and/or evidence for latent fingerprints
  - Document and process victims and suspects of violent crimes
  - Operates digital cameras in the field and laboratory
- Evidence Collection and Preservation:
  - Attend autopsies for documentation and evidence collection
  - Maintains the chain of evidence Fingerprints suspects, victims, and deceased persons
  - Packages and preserves evidence for submission to state and federal laboratories
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- Laboratory Analysis:
- Investigates crime scenes and major accidents for identification purposes:
  - Photographs and makes 3D diagrams of crime and accident scenes
  - Conducts laboratory processing utilizing chemicals and advanced laboratory equipment
  - Operates a variety of specialized Crime Lab equipment in the lab or at a crime scene or accident scene, to include 3D scanners, metal detectors, microscopes, scales, National Integrated Ballistic Information Network (NIBIN) , Automated Fingerprint Identification System (AFIS), and drones

- Utilizes lab processes, to include microscopic, macroscopic, chemical, and colors tests to complete cannabis analysis and reports findings
  - Determines a person's identity through fingerprints
  - Prepares concise and comprehensive analysis reports
  - Fingerprints applicants using ink and/or digital LiveScan workstation
  - Assists in preparing 3D diagrams and charts for court presentations, investigative aids, and training
  - Performs serial number restorations on such things as weapons, cars, motorcycles, tools, and machinery then determines appropriate tests to run and photographs resulting serial numbers thus preparing reports of findings
  - Maintains security and confidentiality of all reports, records, and investigative matter under his/her care and control not subject to public disclosure
- Performs other identification assignments:
  - Regular and predictable attendance is required
  - Other duties as assigned

**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

- Bachelor's Degree in Law Enforcement, Physical Science, Criminal/Forensic Sciences, or a related field
- Experience in crime scene investigation or a crime lab
- Any equivalent combination of education and experience which provides the required knowledge, skills, and abilities necessary to perform the work.

**Certificates, Licenses, Registrations:**

- Valid Driver's License
- International Association for Identification Crime Scene Certification (Level 1, Level 2, or Level 3), Preferred
- Must be able to obtain Level 1 – Certified Scene Investigator certification through testing approved by the International Association for Identification within twenty-four (24) months of hire.
- Certified National Integrated Ballistic Information Network (NIBIN) Technician, preferred
- Latent Fingerprint Certification, preferred
- Drone Pilot License, preferred

**Physical Demands:**

- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and see, talk, and hear.
- The employee must be able to occasionally lift and work with up to seventy-five (75) pounds.
- The employee must be able to frequently lift and work with up to fifty (50) pounds.
- The employee must be able to continuously lift and work with up to ten (10) pounds.
- The employee must be able to work both in and out of doors, in all weather conditions, in confined space and in dusty environments. A person in this position is frequently exposed to unpleasant odors and biohazard items. This position involves work at crime scenes which may be dangerous, in unsanitary locations, and involve disturbing sights such as murder victims, suicides, and motor vehicle accidents. The works requires adherence to the Universal Barrier Precautions since it involves exposure to infectious and contagious diseases, unsanitary health habits, and contact with sputum, urine, feces, sperm, blood, and vomit.

**Other Skills and Abilities:**

- Ability to learn and develop skill in specialized criminalistics operations such as photography; fingerprinting; collecting and preserving evidence; operating 3D scanning equipment and software to create detailed diagrams; and performing chemical tests
- Ability to safely operate and maintain assigned department vehicles and equipment
- Ability to operate computers, office machines, and lab equipment
- Ability to work independently using good judgment
- Ability to make mathematical computations
- Ability to prepare precise and comprehensive reports with clearly organized thoughts using proper sentence construction, punctuation, and grammar
- Ability to maintain composure at crime or accident scenes
- Ability to communicate effectively with staff and the public both orally and in writing
- Availability for evening, night, day, weekend, holiday, and overtime hours
- Ability to work well with others in high stress situations
- Ability to organize and maintain records
- Ability to give accurate and effective court room testimony
- Ability to understand oral or written instructions