



CITY OF POMONA
invites applications for the position of:
Crime Scene Investigator
(Non-Sworn)

An Equal Opportunity Employer

SALARY: \$4,941.00 - \$6,007.00 Monthly
\$59,292.00 - \$72,084.00 Annually

OPENING DATE: 02/01/17

CLOSING DATE: 02/23/17 05:30 PM

VACANCY:

Actions taken at the outset of an investigation at a crime scene can play a pivotal role in the resolution of a case. Careful, thorough investigation is key to ensure the potential physical evidence is not tainted, destroyed, or overlooked. The CSI (Crime Scene Investigation) Unit of the Pomona Police Department are dispatched to crime scenes to preserve evidence for the future. The Crime Scene Investigators collect latent and patent fingerprints and photograph injuries of victims and suspects. They also process major crime scenes such as homicides and assaults. This involves collecting and packaging items of evidence for processing by the Department.

Do you find analyzing every detail of a scene and looking at it with a scientific eye motivating? Do you enjoy the challenge of methodical, careful work and take pride in your contribution to public service? If this sounds like you, the City of Pomona welcomes applications for the position of Crime Scene Investigator. The Crime Scene Investigator is a non-sworn position that performs skilled technical work at crime scenes and in the police lab to detect, collect, preserve, photograph, and identify physical evidence related to criminal cases.

MINIMUM QUALIFICATIONS TO APPLY:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Education and Experience

- Equivalent to two years of college with course work in criminal justice or a related field or completion of a forensic certification program.
- Two years of experience in detection, collection, preservation, photographing, fingerprinting, and identification of evidence associated with crime scenes.

License or Certificate

- Must possess a valid driver's license.

Knowledge of: Principles of crime scene investigation. Pertinent Federal, State, and local laws, codes and regulations. General law enforcement codes, practices and methods. Modern office procedures, methods and computer equipment. Criminal justice system and the processing of information throughout the system. Fingerprint practices, techniques, classification, records and equipment. Photographic and video equipment and methods including printing, developing and

enlarging negatives. Evidence collection and processing using a variety of technical equipment, materials, and processes. Safe driving principles and practices. **Skill to:** Operate technical crime scene and laboratory equipment. Operate modern office equipment including computer equipment and software. Operate a motor vehicle safely. **Ability to:** Perform a variety of forensic laboratory procedures. Prepare clear and concise reports. Read, understand, and apply technical and legal documents. Interpret and explain Pomona police records policies and procedures. Take accurate measurements. Produce photography and videotape products which are acceptable evidence in legal proceedings. Testify clearly and accurately in court as an expert witness. Communicate clearly and concisely, both orally and in writing. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

ESSENTIAL DUTIES:

Identify, document, collect, process, and preserve crime scenes and evidence within crime scenes. Operate technical equipment including alternate light source, argon laser, camera, video equipment, and AFIS system. Photograph crime scenes, evidence, victims, and suspects; prepare photo displays. Utilize current techniques to identify, preserve, and collect latent prints; compare and identify fingerprints; fingerprint suspects, prisoners and corpses; maintain filing systems; utilize an AFIS terminal to perform database searches to assist in the identification of suspects; prepare fingerprint displays. Collect, photograph, preserve, identify and perform basic analysis of blood, ballistic, narcotic and other types of physical evidence; perform physical match comparisons. Prepare castings or moulages of tire impressions, foot impressions, hand impressions, tool and other type impressions. Process evidence in the laboratory using special powders, chemical solutions, forensic light sources, and various cameras, lenses, and filters in order to develop and preserve evidence. Prepare scale diagrams, charts, displays, and other exhibits for professional court presentations. Provide expert testimony in court on matters related to identification of evidence. Perform related duties and responsibilities as assigned.

SELECTION PROCESS:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift up to 50 lbs.; exposure to noise, outdoors, confining work space, chemicals, blood borne pathogens, virus, disease, and mechanical hazards; ability to travel to different sites and locations; availability for shift work, on-call, stand-by, and emergency call.

Application Process

Screening of qualifications and "most qualified" is based on the information provided on the official City Application. A resume may be attached to your application, but will not substitute for the completion of your application. Applications that are not entirely completed may be rejected. Applications will be screened in relation to the criteria outlined in this job announcement.

To complete your application for this position you will be prompted to respond to supplemental questions. Incomplete responses, false statements, omission, or partial information may result in disqualification from the selection process. Your responses should be consistent with the information provided on your application. The information will be used as part of the application screening and selection process and is designed to help you present your qualifications for this position. This may include a selection step in which your application and supplemental questions are reviewed and scored by a panel of raters familiar with this position.

Prior to employment, applicants must successfully pass a background investigation, an interview with the Police Chief or his designee, a medical and drug screen exam. Failure to receive a recommendation for hire at any phase of these procedures will result in disqualification.

Apply on line by visiting the City's web page www.ci.pomona.ca.us. For Police Department Positions, you can also visit www.joinpomonapd.com. Applicants are urged to fully describe their education and experience, as applications will be screened to a reasonable number of most qualified. Applicants deemed as most qualified are based upon a competitive evaluation of information provided on their application. Veteran's Preference 10 points for a disabled veteran and 5 points

for a non-disabled veteran will be added to the overall score on the eligible list. To receive the Veterans Preference, you must submit a DD214 at the time of application.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.ci.pomona.ca.us>

Job #16-CSI/1
CRIME SCENE INVESTIGATOR (NON-SWORN)
CM

OUR OFFICE IS LOCATED AT:

505 S. Garey Avenue

Pomona, CA 91766

(909) 620-2291

(909) 620-2291

kim_crews@ci.pomona.ca.us

Crime Scene Investigator (Non-Sworn) Supplemental Questionnaire

* 1. Do you possess a valid driver's license?

Yes

No

* 2. Tell us about your level of education.

I have a high school diploma or GED

I have some college coursework

I have a minimum of two years of college course work in criminal justice or a related field

I have a bachelor's degree or higher with major course work in criminal justice or related field

I have an undergraduate or graduate degree in another field

* 3. Have you completed a forensic certification program?

Yes

No

* 4. Tell us how many years of experience you have in detection, collection, preservation, photographing, fingerprinting, and identification of evidence associated with crime scenes.

I have no experience in detection, collection, preservation, photographing, fingerprinting, and identification of evidence associated with crime scenes

I have some experience in detection, collection, preservation, photographing, fingerprinting, and identification of evidence associated with crime scenes

I have one year of experience in detection, collection, preservation, photographing, fingerprinting, and identification of evidence associated with crime scenes

I have two years of experience in detection, collection, preservation, photographing, fingerprinting, and identification of evidence associated with crime scenes

I have three years of experience in detection, collection, preservation, photographing, fingerprinting, and identification of evidence associated with crime scenes

I have four or more years of experience in detection, collection, preservation, photographing, fingerprinting, and identification of evidence associated with crime scenes

* 5. Tell us about any other certificates or programs you completed that pertain to this position. If none, write not applicable.

* Required Question