



DEPARTMENT NOTICE

22-121

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Position Opening: Crime Scene Investigations (CSI) Unit Officer

The Crime Scene Investigation (CSI) Unit is accepting applications from members holding the rank of Police Officer. The mission of the CSI Unit includes the examination, collection, preservation, analysis, and comparison of evidence; detailed documentation of crime scenes and supporting court testimony on technical expertise in various disciplines and crime scene management.

There are 2 positions available.

Duties include but are not limited to:

- Respond to a wide variety of crime scenes as requested or directed.
- Identify and collect physical evidence, which can include:
 - Impression evidence, including fingerprints and palm prints, footwear, tool marks, and tire marks;
 - Biological evidence, including blood, semen, hair, and fingernail swabs;
 - Trace evidence, including fibers, glass, gunshot residue, arson accelerant, paint;
 - Firearm evidence, including weapons, cartridges, casings, projectiles, fragments, wadding, and pellets.
- Evidence handling and sequential processing.
- Crime scene photography and videography.
- Crime scene measurement and CAD diagramming.
- Note taking and report writing, including detailed evidence inventories.
- Vehicle processing.
- Court testimony.
- Maintain familiarity with best-practice protocols for evidence handling, crime scene management, and scientific practices.

Training will be provided for the above listed duties. More advanced training will follow as proficiency is developed in these areas.

Work Schedule:

The CSI Officer will work:

- Every other weekend on a 4/10 platoon schedule in two shifts (0600-1600 and 1400-2400)
- On-call rotation (2400-0600) is mandatory.
- New CSI members shall participate in an initial training period of approximately one year. During this training period, members should expect to work either the 0600 or 1400 shift

based on the department's needs and to ensure sufficient staffing levels on each watch. Upon successful completion of training, watch sign up shall be based on department seniority.

Minimum Qualifications:

- Hold the rank of Officer.
- Must have completed probation as an Officer with SFPD.
- Must have minimum 5 years of experience as an Officer.
- Upon successful completion of the training period, and within three years, it is expected that members will have reached a level of proficiency that will result in Certification by the International Association for Identification in at least one specialized field. These certifications include Crime Scene Analyst I, II, III, Latent Print Examiner, Forensic Photographer, and Bloodstain Pattern Analyst.

*Minimum qualifications must be met by the application deadline unless otherwise stated.

Additional desirable qualifications include but are not limited to the following:

- A positive personnel history including supervisory recommendations, performance evaluations, CBOR record, Internal Affairs disciplinary record, EEO history, DPA complaints, and lawsuit history.
- Must be self-motivated and proactive
- Must have excellent time management and organizational skills
- Prior Crime Scene Investigations or latent print examination experience.

Selection Procedures:

Step 1: Deadline

- **The application deadline will be Thursday, January 19, 2023.**

Step 2: How to apply

- Email Application (blank application attached): to SFPDHR@sfgov.org
- Subject: CSI

Once your application is received, you will receive a confirmation email within 5 business days.

Note:

- Resumes are optional and may include work experience, education, POST coursework, awards, special skills, and references.

Step 3: Selection Process

- The selection process will consist of the following:
 1. A review of submitted applications and resumes (if included) to ensure all applicants meet the minimum requirements.

2. Candidates who meet the minimum qualifications will be invited to participate in an oral interview.

Please email SFPDHR@sfgov.org with any questions. Once a candidate is selected, the process is complete. If additional positions in the unit become available, a new notice will be issued.

Applicants for this assignment must be able to perform the essential job functions of a sworn member with or without reasonable accommodation. Members should contact the Department's Americans with Disabilities Act Coordinator, Penny Si, at 415-837-7221 with any questions regarding the essential job functions of a sworn member as they relate to reasonable accommodations.



WILLIAM SCOTT

Chief of Police

Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org, who will provide additional information about the directive.