

Work Processes Schedule

CRIMINAL INVESTIGATOR

RAPIDS: 2021N

O*NET/SOC: 33-3021.03

REVISION DATE: 12/2014

Perform Criminal Investigator Duties: secure crime scenes and conduct crime scene analysis; collect, analyze, process and store evidence, respond to crimes, conduct interviews and interrogations; manage and utilize confidential informants; complete applicable forms; test suspected narcotics; submit evidence for forensic tests; conduct surveillance and counter surveillance operations; conduct plain clothes operations; plan and perform investigative raids; utilize weapons and equipment; store investigative forms, notes, and reports; work with other agencies; and operate emergency vehicles.

Applicable Ratings/MOS

USMC MOS 5819, 5821

USCG None

USN MA

Related Instruction

144 hours of Investigation Related Instruction.

Additional Requirement

MA must hold NEC 2002 and have previously completed Police Officer I occupation. (All applicants must provide Command Letter that states they are APPROPRIATELY ASSIGNED PERFORMING INVESTIGATIVE WORK.)

Total Hours: **2000**

Skill	Description	Hours
A	<p>ADMINISTRATION</p> <p>Perform criminal investigator's role in Criminal Investigations Division (CID). Identify chain of command by introduction to command staff. Determine the role of Records, Evidence Management, Patrol, Technical Services, and Telecom divisions. Demonstrate knowledge of the roles and responsibilities of the Internal Affairs Division, Identification Division, and Public Safety Center. Know the location of and be familiar with the Fire Department, Sheriff's Department, District Attorney's Office, Magistrate's Office, Detention Center, Federal Courthouse, Department of Motor Vehicles, area hospitals, and impound lot. Ensure health and safety is maintained. Complete job qualifications and training requirements. Conduct guard mount/roll call. Perform required security inventories. Understand use and care of office equipment such as camera and finger print kit. Use Biometrics Fingerprinting. Inspect vehicle equipment by completing vehicle inspection according to vehicle inspection sheet. Operate computer software programs.</p>	250
B	<p>SAFETY</p> <p>Demonstrate knowledge of first aid and basic life support. Safely handle and store firearms. Complete firearms safety training. Safely operate crime scene response unit and emergency vehicles in accordance with law enforcement driver training. Work safely by wearing personal protective gear such as latex gloves, reflective and ballistic vest, respirators, pepper spray, biohazard suit, shoe covers and goggles. Reference Material Safety Data Sheet (MSDS) for use of hazardous chemicals. Conform to universal blood borne pathogen standards. Apply operational risk management techniques.</p>	200

C	<p>COMMUNICATIONS</p> <p>Communicate effectively on radio, demonstrate proper using 10 codes. Communicate with other members within the department by proper use of departmental memorandum and information technology equipment such as interdepartmental email and internet. Scan and email photos, fingerprint and release information to other law enforcement agencies and courts. Coordinate inter-agency responses. Demonstrate verbal/non-verbal interpersonal skills and communication techniques. Operate communications equipment.</p>	150
D	<p>LEGAL PROCEDURES</p> <p>Demonstrate knowledge of applicable jurisdiction and legal limitations. Comply with instructions on subpoena. Prepare for court appearance by reviewing reports and photographs. Provide testimony for administrative and legal inquiries and proceedings.</p>	100
E	<p>INVESTIGATION PROCEDURES</p> <p>Interview witnesses and victims. Interrogate suspects and subjects. Advise a Suspect of Article 31 and the Miranda rights. Conduct breathalyzer test on subjects. Process Juvenile offenders. Process Police information. Identify an offense of burglary. Identify an offense of housebreaking. Conduct a preliminary investigation to determine CID investigative authority and responsibility. Identify an offense of larceny or wrongful appropriation of property. Identify an offense involving controlled substances. Investigate a fire. Identify a financial fraud offense. Handle sources. Employ a line up. Conduct surveillance. Process criminal and terrorist intelligence. Implement covert operations. Employ technical listening equipment. Execute a raid. Investigate domestic incidents, and assaults consummated by battery. Perform preliminary criminal investigations and protect evidence for incidents and complaints leading up to serious offenses (rape, homicide, murder, etc.).</p>	550
F	<p>CRIME SCENE PROCESSING</p> <p>Ensure integrity of crime scene by reviewing scene with officer in charge. Photograph crime scene. Sketch crime scene. Obtain crime scene measurements by using electronic measuring device, rolatape, hand tape and other measuring devices. Collect and preserve evidence at crime scene. Prepare casts of impressions. Identify suitable items or areas in which the perpetrator came in contact by obtaining information from persons on the scene or by visual examination. Demonstrate ability to properly process, collect, preserve and document latent prints using all available resources. Demonstrate the ability to determine print quality by location points of identification. Compare latent prints to known impressions by visual comparison. Process latent impressions. Obtain standards and exemplars.</p>	300
	<p>EVIDENCE PROCESSING</p> <p>Identify evidence at crime scene that can determine facts of crime, identify suspect(s), and aid in arrest and prosecution. Store evidence by placing items in approved evidence management storage areas with property supplement form. Empty seized item of flammable liquids and properly dispose of liquids prior to storage. Mark cylinder of revolver at crime scene by placing mark on cylinder beside top of frame to identify position of cylinder when gun is seized. Mark live and spent ammunition found in revolver by placing each round in separate envelope and numbering each envelope to</p>	

<p>G</p>	<p>correspond to location round found in chamber. Record weapon identification information, contact the Police Department records division and searching the FBI database. Collect cigarette butts by placing butts from a specific area in a single paper container. Collect evidence such as chewing gum by storing in a manner to preserve bite marks and DNA. Collect trace evidence such as hair and fiber by collecting individually and by using trace evidence tape. Collect glass and soil samples place samples in suitable labeled container. Collect articles of clothing in a manner that will eliminate cross contamination by placing sheets of paper between articles of clothing prior to folding. Collect evidence such as casings and projectiles in manner that protects the integrity and condition of the evidence. Collect and process damp or wet articles, which may have DNA or trace evidence, in paper bags, and allow to air dry before storing.</p>	<p>350</p>
<p>H</p>	<p>REPORT WRITING</p> <p>Demonstrate knowledge and understanding of report writing in accordance with report writing manual. Review notes taken at the crime scene. Complete crime scene supplement by documenting observations, actions taken, and listing photograph, evidence and finger print information. Complete incident report when assisting other agencies. Document attachments to crime scene report by maintaining crime scene evidence log, photograph log and crime scene sketch. Document evidence stored by completing stored property supplement, firearms supplement and request for examination of physical evidence.</p>	<p>100</p>