

**MAJOR FUNCTION**

This is skilled technical investigative forensic police work at the full performance level in the independent examination and analysis of forensic evidence in one of the following major forensic disciplines: Impression Evidence (i.e., latent prints, shoetracks/tiretracks), Firearms Evidence, Biological Evidence. Work is performed under the supervision of the Manager of Forensic Services and is reviewed through observation, written and oral reports, and results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Performs examinations and analysis of physical evidence for the purpose of scientific conclusion and identification as assigned by the forensic unit supervisor to include but not limited to the following: latent print examinations/automated fingerprint identification, footwear examinations, tire track examinations, bloodstain pattern examinations, tool mark examinations, serial number restoration, biological evidence screening, forensic unit laboratory management, forensic digital image enhancement. Performs similar duties related to certain traffic crash scenes. Complies with laboratory and analytical practices required by the Departments General Orders, Criminal Investigative Bureau Standard Operating Procedures (SOP), the discipline standard operating procedures and accreditation requirements. Maintains integrity of evidence and chain of custody. Ensures case record information is complete and technically accurate. Prepares reports that are technically accurate and are supported by the case record information. Successfully participates in proficiency testing as required. Prepares court exhibits and preserves material significant for court presentation. Maintains written and computerized logs of all examinations. Assists in maintaining a clean working environment within the forensic unit. Attends specialized schools and short courses pertaining to new or improved methods that have been developed with regards to physical evidence and forensic analysis. Prepares chemicals and supplies for latent print development and crime scene processing. Performs related work as required

**Other Important Duties**

Participates in the laboratory quality assurance program. Oversees quality control checks, as assigned. Assists in the training of Forensic Examiners, and Forensic Specialists, as assigned. Serves as a training committee member, as assigned. Serves as an internal auditor, as assigned. Participates on Quality Assurance Committees, as assigned. Performs instrument maintenance, as assigned. Performs other related duties as required by their supervisor. Assists with tours, presentations and training as assigned. Participates in department, division, bureau and crime scene unit/forensic laboratory activities and meetings. Complies with all department, division, bureau and crime scene unit/forensic laboratory policies and procedures. Responsible for the care, custody and control of all property assigned. If property is lost or damaged through the member's negligence or misuse, then the member may be subject to disciplinary action or be required to reimburse the department for the loss or damage. As a member of a law enforcement agency, during any critical incident or disaster (both natural and man-made), your position may be designated as an essential service position for a given period, and you may be required to work after normal business hours, during office closures, or during weekends and/or holidays when needed.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of the terminology, principles and analytical techniques used in the analysis of physical evidence as it applies to the forensic laboratory. Knowledge of the procedure for packaging, handling, and preserving evidence. Skill in the use of scientific laboratory equipment. Ability to analyze results, formulate conclusions and present findings verbally and in writing. Ability to give sworn testimony as an expert witness in court. Ability to plan, organize and coordinate work assignments. Knowledge of

the correct procedures for providing expert testimony in court. Knowledge of police objectives, regulations and procedures, state and local laws and ordinances. Ability to understand and carry out oral and written instructions. Ability to write clear and concise reports. Ability to establish and maintain working relationships as is necessary for the successful performance of duties and responsibilities. Skills in the use and operation of cameras and other photographic equipment. Ability to establish and maintain effective working relationships with others.

Minimum Training and Experience

Possession of a Bachelor of Science degree in forensic science, one of the physical or natural sciences or a related field

or

Possession of a non-science bachelor's degree and two years of experience with a recognized law enforcement agency, or an accredited forensic laboratory or institution in the areas of crime scene or forensic science that includes fingerprint classification, crime scene investigation, crime scene photography, or sworn law enforcement experience.

or

Possession of an associates of science degree in physical, biological, forensic science, or related field and four years of experience with a recognized law enforcement agency, or an accredited forensic laboratory or institution in the areas of crime scene or forensic science that includes fingerprint classification, crime scene investigation, crime scene photography, or sworn law enforcement experience.

A Master of Science degree in physical, biological, or forensic science may substitute for one year of the required experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Applicants should truthfully complete the Criminal History Questions on the City Employment Application. Any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify an applicant. The top applicant chosen for this position will be required to complete and pass a Truth Verification Examination and to take and pass a psychological examination prior to an employment offer being made.

Established: 10-23-21