MAJOR FUNCTION

This is skilled technical investigative forensic police work at the full performance level in processing crime scenes, including documenting, collecting, and preserving physical evidence and fingerprints and performing technical photographic work. Work is performed under the supervision of the Forensic Unit Supervisor and is reviewed through observation, written and oral reports, and results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES

Essential Duties

Searches for, collects and preserves physical evidence from crime scenes for reconstruction. Processes evidence at or from crime scenes for latent prints, impression evidence, biological evidence, trace evidence, firearms, tool marks, chemistry, computer and other physical evidence. Photographs crime scenes, bloodstain patterns for analysis, bullet paths for trajectory analysis and latent fingerprint evidence for comparison purposes. Prepares crime scene sketches and measurements for reconstructing crime scene. Attends autopsies to document and/or impound evidence and fingerprint the deceased. Prepares and files reports stating results of examination; presents testimony in criminal cases for identification and physical evidence comparison. Prepares court exhibits and preserves material significant for court presentation. Maintains written and computer log of all investigations. Maintains equipment and supplies assigned. Maintains crime scene vehicle. Assists in maintaining a clean working environment within the crime scene section. Attends specialized schools and short courses pertaining to new or improved methods that have been developed. Provides assistance to the public as needed and performs in-house fingerprinting, photography and other miscellaneous support tasks. Performs related work as required.

Other Important Duties

Assists in class instruction to new recruits. Conducts tours for general public, city officials, and other law enforcement agencies. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of what constitutes physical evidence. Knowledge of proper procedures for packaging, sealing, handling and preserving physical evidence. Knowledge of the scientific method for conducting research. Skill in calibrating and maintaining laboratory equipment. 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 of computer-aided drafting programs and drafting enhancement programs. Skills in the use of microcomputers and the applications and programs necessary for successful job performance. Skills in the use and operation of cameras and other photographic equipment.

Minimum Training and Experience

Possession of a bachelor's of science degree in physical, biological or forensic science.

Or

Possession of a non-science bachelor's degree and one year 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's of science degree in physical, biological or forensic science may substitute for one year of the required experience.

Or

Possession of an associate's of science degree in physical, biological or forensic science 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 a high school diploma 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.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment. At the department director's discretion the noted license may not be required.

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 prior to an employment offer being made.

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