

MAJOR FUNCTION

This is highly technical and supervisory work directing employees in the Forensics Section who are engaged in collection, documentation, analysis and identification of physical evidence. This employee is also responsible for planning, coordinating and supervising crime scene investigations. Work is performed with considerable independence in accordance with departmental rules and regulations, under the general direction of sworn police personnel. Work is reviewed through observation, reports and results obtained.

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

Coordinates and directs the work of technical and professional staff in the collection of pertinent evidence at the crime scene, including searching for latent fingerprints, photographing the crime scene, and preparing diagrams, exhibits and charts for court proceedings. Supervises and participates in the analysis and examination of physical evidence for the purpose of scientific conclusion and identification. Writes or reviews analytical reports comprised of findings and or opinions regarding crime scene evidence. Responds to all major crime scenes and supervises and participates in the search, documentation, collection and preservation of evidence. Presents expert testimony and opinions in both criminal and civil court proceedings. Coordinates and cooperates with other law enforcement agencies in crime scene, identification, and physical evidence matters and participates in meetings and workshops with state and local forensic units. Provides technical assistance in collecting, identifying, examining and preserving physical evidence. Researches and makes recommendations regarding protocol, new techniques and/or equipment. Recommends the hire, transfer, promotion, discipline, and discharge of assigned staff. Conducts performance evaluations and recommends approval or disapproval of merit increases. Prepares monthly activities reports. Provides training to law enforcement personnel and assigned staff in the technical aspects of fingerprinting, latent fingerprints, photography, crime scene analysis and the collection, preservation, and examination of physical evidence. Assures that a complete chain of evidence is established for court presentation. Insures the maintenance of logs and records on payroll, leave, overtime, disciplinary actions, and scheduling of section staff. Performs related work as required.

Other Important Duties

Prepares Division Standard Operating Procedures Manual, Monthly Statistical Reports and Case Management Procedures. Prepares and administers budget for Forensics Section. May serve on ad hoc committees to represent the view of the Forensics Section. Assigns staff as necessary to accommodate requests from the public and to support other units of the department as is necessary. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the procedural methods used in collecting, analyzing and preserving physical evidence and the use of such evidence in establishing guilt. Thorough knowledge of crime scene procedures. Thorough knowledge of standard fingerprint classification practices, purposes, methods, records, and equipment used in identifying persons. Considerable knowledge of laboratory techniques in the performance of chemical and microscopic examinations. Some knowledge of each of the various disciplines available to perform examination and analysis of physical evidence for the purpose of scientific conclusion and identification. Ability to prepare clear and concise reports. Ability to make accurate fingerprint identifications and comparisons. Ability to preserve physical evidence and identification data. Ability to supervise and train personnel. Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to provide expert testimony in court

proceedings. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in criminology, forensic science, one of the natural sciences or a related field and four years of professional or technical experience in forensic analysis or crime scene investigation that includes collection and preservation of physical evidence, and photography, or fingerprint identification or classification with a recognized law enforcement agency; or an equivalent combination of training and experience. Completion of any specialized FBI courses relating to the above experience may be substituted on a month-for-month basis for the required work experience.

Necessary Special Requirement

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

Established: 06-24-84
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10-24-01
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