

**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. Supports and promotes the quality system, conducts audits to ensure compliance with the policies and procedures within the quality system in their disciplines and categories of testing, advise management regarding issues specific to their disciplines and categories of testing, and recommend corrective action specific to their disciplines and categories of testing. Work is performed under the supervision of the Manager of Forensic Services Supervisor 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. Complies with laboratory and analytical practices required by the Departments General Orders, Forensic Unit Standard Operating Procedures (SOP), 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. Provide training in their specific discipline to Department members as required.

**Other Important Duties**

Maintain discipline standard operating procedures. Audit work performed by discipline examiners. Conduct annual competency review of discipline examiners. Review and evaluate new technology and new procedures. Provide advice and recommendations to the Manager of Forensic Services with regards to their discipline. Participates in the Forensic quality assurance program. Serves as an internal auditor for their respective disciplines. Serves as a principal instructor for Forensic Examiner trainees. Conducts training on assigned units of the discipline training manual within the time specified. Administers oral, practical, and written tests. Coordinates and participates in moot courts, oral boards, and mock trials. Evaluates trainee(s) progress; completes and submits training reports to the supervisor within the time specified. Assists in the training of Forensic Specialists. Serves as a training committee member. Oversees quality control checks. Assists their supervisor with case assignments, approving reports and serving as acting supervisor. Performs other related duties as required by their supervisor. Assists with tours, presentations and training as assigned. Participates in department, division, bureau and Forensic Services activities and meetings. Complies with all department, division, bureau and Forensic Services 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. Knowledge of the principles of quality assurance and quality control practices in a forensic laboratory setting. 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 and four (4) years of forensics experience with a recognized law enforcement agency, accredited forensic laboratory, or institution in the areas of crime scene and/or another forensic discipline (Latent Print Examiner, Biologist, Firearms Examiner, etc.).

or

Possession of a non-science bachelor's degree and six (6) years of the aforementioned forensics experience.

or

Possession of an Associates of Science degree in forensic science, one of the physical or natural sciences or a related field and eight (8) 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 forensic science, one of the physical or natural sciences, criminal justice or a related field 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