



FORENSIC SPECIALIST FORENSIC SPECIALIST TRAINEE

AGENCY/DEPARTMENT:
Police/Forensics

Approved By HR Director: Linda Matthews
Date Approved: 06/07/2005
Date of Last Revision: 09/24/1992

Reports to: Forensic Supervisor
Supervises: N/A

JOB SUMMARY: Under general supervision, performs technical work dealing with the identification, collection, and preservation of physical evidence; documents crime scenes through observation, photography, video recording, diagrams and reports; performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: The Forensic Specialist class is characterized by its performance of journey level forensic work. This class is distinguished from the Forensic Supervisor by the latter's responsibility for day-to-day operations and administration of the Forensics Unit.

Forensic Specialist Trainee is an entry-level class performing Forensic Specialist work under close supervision and training. Forensic Specialist Trainees are eligible for promotion to Forensic Specialist upon meeting the minimum requirements, receiving a satisfactory performance evaluation, and recommendation from management. Employees must qualify for promotion by the end of the probationary period or be terminated.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Conducts crime scene investigations; identifies, collects, and preserves physical evidence including fingerprints, firearm evidence, trace evidence, shoe/tire impression evidence and physiological fluids.
2. Documents crime scene investigations and major traffic collisions using conventional, digital and video photography, including aerial photography.
3. Develops, collects and/or preserves latent finger and palm prints using powders, chemicals and alternate light source technology.
4. Scans, marks minutiae, and searches latent prints in the Automated Palm Fingerprint Identification System (APFIS).
5. Analyzes, compares, evaluates and verifies latent prints against rolled or scanned prints.
6. Conducts serial number restoration on firearms and other metal surfaces.
7. Processes evidence collected at the crime scene for other forms of physical, physiological, and trace evidence.
8. Performs presumptive chemical identification examinations on various types of substances.
9. Takes measurements of crime scenes and completes sketches for court displays.
10. Interviews victims and witnesses while completing computerized composite drawings.
11. Provides photographic documentation and evidence collection at autopsies.
12. Prepares detailed reports of investigations and/or forensic examinations conducted.
13. Presents findings of investigations or examinations conducted in a court of law as an expert witness.
14. Performs routine safety and maintenance checks of Forensic vehicles and equipment.

15. Maintains departmental photographic and forensic equipment.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:

FORENSIC SPECIALIST TRAINEE

EDUCATION/EXPERIENCE: High school diploma or recognized equivalent and six months of support work in a law enforcement environment.

OR

High school diploma or recognized equivalent supplemented by college level coursework or other formal training in crime scene analysis, forensics, or a closely related field.

KNOWLEDGE OF:

- English composition techniques related to report writing.
- Principles of oral and written communications and techniques for communicating in various job-related situations.
- Paper and electronic record-keeping systems.

ABILITY TO:

- Learn the science, practices and procedures of forensics including crime scene investigation, bloodstain pattern analysis, fingerprint identification, and forensic photography.
- Learn job-related report writing procedures.
- Learn principles, practices, and techniques of photography.
- Perform detailed observations.
- Keep accurate records and write clear, concise reports.
- Testify in court
- Perform accurate data entry.
- Read maps and learn geography of the City.
- Record measurements to complete crime scene diagrams.
- Operate and maintain a variety of forensic equipment.
- Attend autopsies to provide documentation and photographs.
- Operate computer using relevant word processing, spreadsheet, and graphic software.
- Interact and communicate effectively, both orally and in writing.
- Establish, maintain and foster positive, harmonious, and effective working relationships.

FORENSIC SPECIALIST

EDUCATION/EXPERIENCE: High school diploma or recognized equivalent and one year of forensic experience including fingerprint analysis, evidence collection and processing, and crime scene photography and documentation.

OR

High school diploma or recognized equivalent and six months of experience as a Forensic Specialist Trainee with the City of Ontario.

IN ADDITION TO THE KNOWLEDGE/ABILITY REQUIREMENTS OF THE FORENSIC SPECIALIST TRAINEE, THE FORENSIC SPECIALIST REQUIRES

KNOWLEDGE OF:

- Principles and practices of forensics including crime scene investigation, bloodstain pattern analysis, fingerprint identification, and forensic photography.
- Safety precautions for biohazards and chemical usage.
- Applicable federal, state, and local laws, codes, and regulations governing forensics, crime scene investigation, and rules of evidence.

THE FOLLOWING REQUIREMENTS APPLY TO BOTH THE FORENSIC SPECIALIST TRAINEE AND THE FORENSIC SPECIALIST:

LICENSES:

- Valid Class C CA driver license.
- Acceptable driving record at time of appointment and throughout employment.

CERTIFICATIONS:

SPECIAL REQUIREMENTS:

- Ability to work various shifts, weekends and holidays.

DESIRABLE:

- College level coursework in Criminal Justice or a closely related field.
- Photography experience with 35mm cameras and digital cameras.

FLSA Exemption Status: Non-Exempt

Employee Unit: Unit # 5, Technical/Professional Services

DOT Program Participant:

Job Family: Police Non-sworn

Class Progression: Forensic Specialist Trainee
Forensic Specialist
Forensic Supervisor

Class Established: Forensic Specialist Trainee established 06/07/2005