



LEAD FORENSIC SPECIALIST

AGENCY/DEPARTMENT:
Police/Forensics

Approved By HR Director: *Linda Matthews*
Date Approved: 8/14/06
Date of Last Revision: N/A

Reports to: Forensics Supervisor
Supervises: N/A

JOB SUMMARY: Under general supervision, performs technical and lead work dealing with the collection and preservation of physical evidence; oversees the scheduling and work of the Forensic Specialist staff; reviews crime scene reports; documents crime scenes through observation, photography, video recording, diagrams and reports; performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This class is distinguished from the Forensic Specialist class by its lead duties. It is distinguished from the Forensic Supervisor by the latter's responsibility for day-to-day operations and administration of the Forensic Unit.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. During the absence of the Forensic Supervisor, schedules and oversees the work of assigned crews.
2. Trains employees in the methods and procedures of evidence collection and preservation.
3. Supervises the use, care, and operation of forensic equipment.
4. Assumes control of crime scenes as the field supervisor; assists Forensic Specialists in specialized or difficult work.
5. Acts as lead for laboratory operations as needed.
6. Performs technical and/or administrative review of crime scene reports.

IN ADDITION TO LEAD DUTIES, THIS CLASS PERFORMS ALL FORENSIC SPECIALIST DUTIES, INCLUDING BUT NOT LIMITED TO:

7. Locates, identifies, collects, and preserves evidence found at crime scenes and traffic accidents.
8. Processes evidence collected at the crime scene for other forms of physical, physiological, and trace evidence.
9. Develops, collects and/or preserves latent finger and palm prints using powders, chemicals and alternate light source technology.
10. Analyzes, compares, evaluates and verifies latent prints against rolled or scanned prints.
11. Interviews victims and witnesses while completing computerized composite drawings.
12. Testifies in court and prepares materials, evidence, and displays for courtroom testimony.
13. Documents crime scene investigations and major traffic collisions using digital and video photography, including aerial photography.
14. Provides photographic documentation and evidence collection at autopsies.
15. Prepares detailed reports of investigations and/or forensic examinations conducted.

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:

EDUCATION: High school diploma or recognized equivalent.

EXPERIENCE: Two years as a Forensic Specialist or equivalent law enforcement agency class.

KNOWLEDGE OF:

- Techniques of lead supervision and training.
- Principles and practices of forensics including crime scene investigation, bloodstain pattern analysis, fingerprint identification, forensic photography, and evidence recognition, collection and preservation.
- Evidence analysis and interpretation.
- 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.
- Type and content of testimony which constitutes being an expert witness.

ABILITY TO:

- Lead, assign, coordinate, train, and monitor staff.
- Prepare sketches and composite drawings.
- Communicate and conduct interviews with victims, witnesses, and others, often under difficult circumstances.
- Apply practices and procedures of forensics including crime scene investigation, bloodstain pattern analysis, fingerprint identification, and forensic photography.
- Perform detailed observations.
- Keep accurate records and write clear, concise reports.
- Testify in court.
- 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.

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, crime scene investigations, fingerprint interpretation or a closely related field.
- Crime Scene certification at any level.

FLSA Exemption Status: Non-Exempt

Employee Unit: Unit # 5, Technical/Professional Services

Job Family: Police Non-sworn

Class Progression: Forensic Specialist Trainee
Forensic Specialist
Lead Forensic Specialist
Forensic Supervisor

Class Established: 06/27/2006