

MAJOR FUNCTION

This is highly skilled technical and professional work in the identification, examination and analysis of physical evidence from a crime scene for the purpose of reconstruction. Working within a specific forensic discipline, the incumbent processes crime scenes as well as analyzes evidence in the crime laboratory. Duties include the preparation of preliminary and final reports concerning results of forensic examinations and rendering expert opinions and/or testifying in court as an expert witness. Work is performed under supervision of the Forensic Unit Supervisor and is reviewed through observation, written and oral reports, annual assessment, and results obtained.

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

Searches for, collects and preserves physical evidence from crime scenes for analysis and 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 and 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 scenes. Attends autopsies to document and/or impound evidence and fingerprint the deceased. Prepares and files reports stating the results of the examinations and provides expert witness testimony in criminal cases for crime scene processing, identification, and physical evidence comparison. Prepares court exhibits and preserves material significant for court presentation. Performs similar duties related to certain traffic crash scenes. Maintains written and computerized logs of all investigations. Maintains assigned equipment and supplies as well as assigned crime scene vehicles. Assists in maintaining a clean working environment within the forensic unit. Attends specialized schools and short courses pertaining to new or improved methods that have been developed with regards to physical evidence or crime scene processing. Prepares chemicals and supplies for latent print development, crime scene processing and restocking of crime scene vehicles. Provides additional forensic or analytical services to the department, unit, and the community. Performs examinations and analysis of physical evidence for the purpose of scientific conclusion and identification as assigned by the director of forensic services to include but not limited to the following: latent print examinations/automated fingerprint identification, footwear examinations, tire track examinations, NIBIN entry and acquisition, bloodstain pattern examinations, tool mark examinations, serial number restoration, biological evidence screening, and forensic laser scan processing/digital image enhancement. Personnel in these positions will be required to staff "on-call" shifts and are responsible for responding to work after normal business hours which may require working nights, weekends, and holidays. While on-call, personnel are required to promptly respond, generally within thirty (30) minutes of the request and not travel out of town to the extent it would impede a timely response to the callback order. Performs related work as required. Personnel may work shifts of various lengths including, but not limited to, 8 hours, 10 hours, 12 hours or more, depending on the assignment and operational needs of the Department. May also work at any time during a 24-hour period, including shifts during the day, afternoon, or overnight.

Other Important Duties

Trains department crime scene personnel and other law enforcement personnel in forensic crime scene analysis and processing. Develops and validates new technology and techniques involved in crime scene examinations and processing. Conducts tours and presentations for the general public, city officials, and other law enforcement agencies. Performs related work as required.

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 what constitutes physical evidence. Knowledge of the procedures for packaging, sealing, handling, and preserving physical evidence. Thorough knowledge of classification practices, purposes, methods, records, and equipment used in forensic analysis. Considerable knowledge of modern methods of criminal identification and investigation. Knowledge of the correct procedures for providing expert testimony in court. Ability to give sworn testimony as an expert witness in court. Knowledge of the scientific method for conducting research. Ability to conduct forensic science testing, analyze results, formulate conclusions, and present findings. Skill in the use of scientific equipment. Skill in calibrating and maintaining laboratory equipment. Ability to plan, organize and coordinate work assignments. Considerable knowledge of criminal laws, city ordinances and departmental rules and regulations. Ability to understand and carry out oral and written instructions. Ability to write clear and concise reports. Ability to establish and maintain such relationships as is necessary for the successful performance of duties and responsibilities. Skill in the use and operation of cameras and other photographic equipment. Skill in the use of computer-aided drafting programs and graphic enhancement programs. Skill in the use of microcomputers and the applications and programs necessary for successful job performance.

Minimum Training and Experience

Possession of a Bachelor of Science degree in physical, biological, or forensic science and two 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 four years of the aforementioned forensics experience; or possession of a high school diploma and nine years of the aforementioned forensics experience. A Master of Science degree in physical, biological or forensics science 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.

Employees assigned in this position will be provided a take-home vehicle. Employee must reside within a 50-mile radius of the intersection of North Monroe and Tennessee Streets, Tallahassee prior to start date.

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 a pre-employment psychological examination prior to an employment offer being made.

Applicants may have to successfully pass a pre-employment psychological exam and are required to take a psychological exam annually during the month of their birth.

Revised: 06-20-86
01-26-90
10-15-92
10-24-01
04-20-04*
01-15-10*
05-21-14
09-24-18
10-05-22
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