

LEAD FORENSIC SPECIALIST

AGENCY/DEPARTMENT: Police/Forensics

Reports to: Forensics Supervisor

Supervises: N/A

Approved By HR Director Finds Matthews

Date Approved: 8/14/06

Date of Last Revision: 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.

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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 06/27/2006

Class Established:

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