

JOB TITLE: Criminalist II

JOB CODE: 15.06

GRADE: 13

CLASSIFICATION: Non-Exempt

PURPOSE OF THE POSITION: To perform more advanced work as a Criminalist by assisting in the investigation of crimes through the collection and analysis of evidence from crime scenes in order to assist in the identification of the perpetrator and to prove and sustain any charges brought in the judicial system.

MINIMUM QUALIFICATIONS: Graduation from high school or equivalent and three (3) years experience in identification technology or a related field (preferably with advanced training in the technology; or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities.

SPECIAL REQUIREMENTS:

- Ability to classify and file fingerprints, and compare latent prints to rolled fingerprints (must complete either both the Basic and Advanced FBI fingerprint courses or have equivalent knowledge through on the job training or other schooling).
- Ability to properly collect, package, preserve and process all forms of evidence obtained from crime scenes. Supervisor will evaluate performance through observation and review of schooling completed by Criminalist.
- A working knowledge of cameras of various types and of equipment used to develop and process film. To be determined by Supervisor through observation and review of schooling completed by Criminalist.
- Write detailed reports on facts and findings and relate these facts and findings through testimony at trial. To be determined by Supervisor through observation.

ESSENTIAL FUNCTIONS:

- Responsible for the fingerprinting, photographing and general processing of prisoners for identification records and for individuals interested in civilian ID processing.
- Compares and classifies fingerprints obtained and utilizes established fingerprint files under supervision.
- Testifies in court.
- Responsible to conduct search of crime scene and to collect, package, preserve and process trace evidence, footprint casts and related items and information.
- Responsible for all phases of photography work at the crime scene, including film and digital.
- May be assigned to fingerprinting, etc., as deemed advisable by responsible officers of the Department.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

PUBLIC CONTACT: Considerable public contact, relative to the gathering of evidence.

SUPERVISION RECEIVED: Supervision by the Police Chief or designated representative.

SUPERVISION EXERCISED: May supervise subordinate Criminalistic personnel, as assigned.

PHYSICAL REQUIREMENTS: This is light work requiring exerting up to 20 pounds of force occasionally and up to 10 pounds of force frequently. Work requires considerable physical activity including walking, lifting, reaching, stooping, pulling, grasping, balancing, climbing, kneeling, standing, and crouching. Incumbent is subject to inside and outside activities with no effective protection from weather changes, noise, vibrations, job hazards, and atmospheric conditions. Incumbent is also required to hear sufficiently to perceive information at normal spoken word levels. Manual dexterity is required to operate equipment in performance of duties.

ORGANIZATIONAL STATUS: Under the direction of and responsible to the Police Chief or designated representative.