



# CITY OF OMAHA CLASS SPECIFICATION

## CLASSIFICATION TITLE: FORENSIC TECHNICIAN

BARGAINING UNIT: [CIV BARGAINING](#)

CODE NUMBER: 5605

PAY RANGE CODE: [03155](#)

REVISION DATE: 5/25/16

### NATURE OF WORK:

This is technical work in the field of criminal identification. Work involves tasks performed by the Forensic Investigations in identification duties and forensic laboratory duties, as well as testifying in court regarding evidence gathered. An incumbent in this classification exercises considerable independence in the performance of duties and receives general guidance from the Forensic Investigations shift supervisor.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Performs all phases of crime scene investigations: searches for, collects, and preserves physical evidence of crime scenes and accident scenes; interviews victims and witnesses; performs latent fingerprint searches; photographs and makes diagrams of crime scenes; takes plaster casts and impressions; and obtains gun shot residue and DNA swabs for analysis.

Identifies and classifies fingerprints, prepares reports of findings, and notifies a supervisor and an officer in the Criminal Investigation Bureau.

Assists in conducting difficult friction ridge comparisons, preparing charts of identifications and conducting operational protocols utilizing the Automated Fingerprint Identification System (AFIS) and the Next Generation Identification (NGI).

Performs identification checks on suspects.

Administers breath alcohol concentration tests.

Collects and preserves evidence at autopsies, including photographing wounds and injuries, fingerprinting, collecting hair, fiber, clothing, and other samples, reviewing the nature of injury with pathologists, and preparing reports of findings.

Performs serial number restoration on such things as weapons, cars, motorcycles, tools, and machinery, determines appropriate tests to run, photographs resulting serial numbers, and prepares reports of findings.

Assists in preparing advanced diagrams, charts, and drawings using computer aided design (CAD) software for court presentations, investigative aids, and training.

Assists in performing advanced digital photographic processes, printing crime scene photographs, preparing CDs and DVDs for investigations and court, and performing difficult photography assignments.

Assists in the maintenance, calibration, and verification of breath-testing equipment.

Assists in examining firearms and toolmarks, to determine their evidentiary value in criminal investigation cases, including determining bullet caliber, identifying shell casing markings and determining shotgun scatter patterns, in part through the operation of the integrated ballistic imaging computer network and various firearms and bullet reference databases.

Assists in performing video analysis on all types of recorded surveillance and security multi-media formats.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge and proper application of the policies and procedures of the Forensic Investigations unit and the Omaha Police Department.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Skill in working effectively with the Douglas County Courts, Federal Courts and other local area Courts as needed regarding case work, trial preparation and testimony.

Skill in working effectively with other law enforcement or public safety agencies as the situation dictates.

Skill in taking and classifying fingerprints.

Demonstrated skill and competence in friction ridge development techniques and latent identification processes.

Skill in using safe handling techniques for hazardous materials and biohazard substances.

Skill in the use of various still and video cameras.

Skill in drawing crime scenes and using computer aided design (CAD) software.

Skill in conducting crime scene investigations and evidence collection in a methodical and comprehensive manner.

Skill in the techniques necessary to prevent contamination of evidence and crime scenes.

Skill in the use of breath alcohol concentration testing instruments.

Skill in the use of a standard typewriter and computer.

Skill in the preparation of precise and comprehensive crime reports.

Skill in providing court testimony.

Ability to safeguard confidential and sensitive information regarding investigations and analytical results.

Ability to effectively communicate with Police Department employees, the public, victims, and witnesses.

Ability to demonstrate competency in various disciplines by successfully completing periodic proficiency tests.

Ability to achieve Crime Scene Certification Levels II and III by fulfilling the continuing education and testing requirements as prescribed by the International Association of Identification (IAI).

Ability to understand oral and written instructions.

Ability to adhere to safety policies, procedures and guidelines.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to stand and walk from 76 to 100% of the time; to reach from 51 to 75% of the time; to bend, stoop, and squat from 26 to 50% of the time; and to climb, balance, kneel, crouch, crawl, push, and pull from 0 to 25% of the time.

Ability to move objects weighing up to fifty pounds (50) from 0 to 33% of the time; objects weighing up to twenty pounds (20) from 34 to 66% of the time; and objects weighing up to ten pounds (10) from 67 to 100% of the time.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's Degree

AND

Successful completion of probationary period in the Forensic Trainee classification.

**SPECIAL REQUIREMENTS:**

Must possess a valid motor vehicle operator's license.

Must possess a Class "B" permit issued by the Nebraska Department of Health and Human Services to administer breath alcohol concentration tests.

Must be available to work flexible hours, weekends, holidays, and overtime.

Must acquire Level 1 Crime Scene Certification from the International Association for Identification (IAI) within one year of promotion.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Depending on the locations of crime scenes, investigation work, including moving bodies, body parts, and bloody clothing, may be performed indoors or outdoors in varying weather temperatures and conditions, at heights, and in confined spaces. In addition, incumbents are required to move through fields or wooded areas while carrying equipment or evidence and are occasionally subjected to verbal and physical abuse by prisoners and citizens. Many crime scenes are in dangerous, unsanitary locations and involve unsightly and disturbing sights, such as murder victims, suicides, and motor vehicle accidents. Work requires adherence to Universal Barrier Precautions, since it also involves exposure to infectious and contagious diseases, unsanitary health habits, and contact with sputum, urine, feces, sperm, blood, and vomit.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer and Attendant Software  
Copier  
Police Communication Equipment  
State Approved Breath Testing Device  
Diagramming equipment and CAD software  
Lab Equipment and Chemicals  
Typewriter  
Camera Equipment  
Facsimile Machine  
Telephone

Previous Revision Date(s):  
1/28/93

11/18/94  
3/25/10  
8/29/13  
9/25/14