



# CITY OF OMAHA CLASS SPECIFICATION

## CLASSIFICATION TITLE: SENIOR FORENSIC TECHNICIAN

BARGAINING UNIT: [CIV BARGAINING](#)

CODE NUMBER: 5615

PAY RANGE CODE: [03165](#)

REVISION DATE: 5/25/16

### NATURE OF WORK:

This is advanced technical, skilled, and supervisory work in the field of criminal identification in the Forensic Investigations. Work involves performing all phases of identification work and independently performing highly specialized work in the area of firearms and toolmark examination, calibration and maintenance of breath testing equipment, photo printing, advanced forensic graphics, advanced video capture or analysis, or complex and advanced level fingerprint identification confirmation. It also involves testifying in court. An incumbent in this classification exercises considerable independence in the performance of duties and receives general guidance from the shift Criminalist.

**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 as it pertains to evidence collection and documentation; performs latent fingerprint searches; photographs and makes diagrams of crime scenes; takes plaster casts and impressions; and performs gunshot residue tests.

Identifies, classifies and confirms fingerprints, prepares reports of findings, and notifies the shift Criminalist and an officer in the Criminal Investigation Bureau.

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 prepares reports of findings.

Prepares composite pictures of suspects, photographs and develops identity codes, and disseminates likenesses of the suspects.

Restores serial numbers on weapons, cars, motorcycles, tools, and machinery, determines appropriate tests to run, photographs the resulting serial numbers, and prepares reports of findings.

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

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

THE FOLLOWING ESSENTIAL FUNCTIONS ARE PERFORMED BY INCUMBENTS, DEPENDING ON THE ASSIGNED SPECIALTY AREA:

**FIREARMS/TOOLMARK EXAMINER:**

Performs examinations, comparisons and identifications, along with preparing reports on all phases of firearms, bullets, casings, weapon function tests, toolmark and impression evidence. Must be proficient in use of examination microscopes, test fire equipment and related measuring and safety devices. Must be proficient in the use of automated ballistic imaging computer technology, network operational protocols, and various firearms and bullet reference databases. Maintains reference collections, conducts training, establishes weapon safety procedures, and provides expert court testimony regarding all examination processes.

**BREATH TESTING EQUIPMENT MAINTENANCE SPECIALIST:**

Maintains, calibrates, and operates breath alcohol testing instruments; prepares breath testing reports and statistics; and provides expert court testimony regarding breath alcohol testing instrumentation and records maintenance as prescribed in the Rules and Regulations from the State Department of Health and Human Services. Maintains breath tests given by OPD personnel, and conducts training as requested.

**ADVANCED FORENSIC GRAPHICS SPECIALIST:**

Performs advanced diagramming on complicated and extended scenes. Prepares advanced forensic graphics, diagrams, charts, drawings, power points for court presentation, investigative aids, and training. Operates and maintains measuring/diagramming equipment and Computer-Aided Design (CAD) software. Conducts training and provides expert court testimony.

**LATENT FINGERPRINT EXAMINER:**

Performs advanced comparisons and identifications on latent finger and palm prints, along with preparing reports of the examination results. Is proficient in the use of proven techniques and computer/equipment operation for the detection, documentation, identification and preservation of friction ridge evidence. In addition, is also proficient with all applications of the automated fingerprint identification system. Researches and implements safety protocols for the safe use, handling and storage of chemicals, and chemically processed evidence following Material Safety Data Sheets (MSDS) and evidence preservation guidelines. Conducts training and provides expert court testimony regarding identifications and techniques.

**PHOTO PROCESSING SPECIALIST:**

Performs advanced digital photo processing, color balances, and prints crime scene photographs. Prepares CDs or DVDs for court, investigative purposes and record requests. Performs difficult

photography assignments and conducts photo training. Selects, operates and maintains cameras and related photography equipment. Maintains equipment records and supply needs. Conducts administrative maintenance on the digital image crime scene database. Provides expert court testimony on photographic processes and image authentication.

#### CRIME SCENE SPECIALIST

Performs advanced crime examinations, documentation and processing. Is proficient in applying proven techniques for the discovery, documentation, collection and preservation of all types of evidence. Researches and implements advancements in related technology and techniques and conducts training as necessary. Provides expert court testimony regarding all phases of the crime scene investigation and evidence collection processes.

#### FORENSIC VIDEO ANALYSIS

Performs analyses, extraction and enhancement of all types of recorded surveillance and security multi-media formats. Analyses are conducted on a variety of forensic video computer hardware/software components and multi-media players/recorders designed for this purpose. Works directly with investigators to identify specific footage of incidents for purposes of investigative, subject identification, court and press releases. Researches and implements new techniques and provides expert court testimony regarding any aspect of this analyses.

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

Knowledge of the Henry Fingerprint Classification System.

Knowledge and proper application of the policies and procedures of the Forensic Investigations and 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 the use of the breath alcohol concentration testing instruments.

Skill in preparing charts, diagrams, and graphics.

Skill in taking and classifying fingerprints.

Skill in the use of digital cameras.

Skill in the use of a computer and standard typewriter.

Skill in the preparation of precise and comprehensive crime and statistical reports.

Skill in giving expert court testimony.

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

Ability to understand oral or written instructions.

Ability to assign work and provide direction to subordinates.

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 51 to 75% of the time; to bend from 26 to 50% of the time; and to sit, climb, reach, balance, stoop, squat, kneel, crouch, push, and pull up to 25% of the time.

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

THE FOLLOWING KNOWLEDGE, SKILLS, AND ABILITIES ARE REQUIRED OF INCUMBENTS, DEPENDING ON THE ASSIGNED SPECIALTY AREA. INCUMBENT MUST HAVE THE ABILITY TO SUCCESSFULLY TEST AND MAINTAIN PROFICIENCY AND ACHIEVE CERTIFICATION IN ASSIGNED SPECIALTY.

**FIREARMS/TOOLMARK EXAMINER:**

Skill in performing examinations, comparisons and identifications, in addition to preparing reports on all phases of firearm, bullet, casing, weapons function tests, toolmark and impression evidence. Skill in the proficient use of examination microscopes, test fire equipment and related measuring and safety devices. Skill in the proficient use of automated ballistic imaging computer technology, network operational protocols, and various firearms and bullet reference databases. Skill in maintaining reference collections, conducting training, establishing weapon safety procedures and providing expert court testimony regarding all examination processes.

**BREATH TESTING INSTRUMENT MAINTENANCE SPECIALIST:**

Skill in maintaining, calibrating, and operating breath alcohol testing instruments; in preparing Driving Under the Influence (D.U.I.) reports and statistics; and in providing expert court testimony regarding D.U.I. breath alcohol instrumentation and records maintenance as prescribed in the Rules and Regulations from the State Department of Health and Human Services.

**ADVANCED FORENSIC GRAPHICS SPECIALIST:**

Skill in performing advanced diagramming on complicated and extended scenes. Skill in preparing advanced forensic graphics, diagrams, charts, drawings, and power points for court presentation, investigative aids, and training. Skill in operating and maintaining measuring/diagramming equipment and CAD software. Skill in conducting training and providing expert court testimony.

**LATENT FINGERPRINT EXAMINER:**

Skill in performing advanced comparisons and identifications on latent finger and palm prints, while preparing reports of examination results. Skill in the use of proven techniques and computer/equipment operation for the detection, documentation, identification and preservation of friction ridge evidence. Skill in conducting training and providing expert court testimony regarding identification and techniques. Ability to research and implement safety protocols for

the safe use, handling and storage of chemicals and chemically processed evidence following MSDS and evidence preservation guidelines.

**PHOTO PROCESSING SPECIALIST:**

Skill in performing advanced digital photo processing. Skill in performing difficult photographic assignments and conducting photo training. Skill in conducting administrative maintenance on the digital image crime scene database and providing expert court testimony on photographic processing and imaging authentication. Ability to color balance and print crime scene photographs, prepare CDs or DVDs for court, investigative purposes, and record requests. Ability to select, operate, and maintain cameras and related photographic equipment. Ability to maintain equipment records and assist with supply orders.

**CRIME SCENE SPECIALIST**

Skill in performing advanced crime scene examinations, documentation, and processing. Demonstrates proficiency in applying proven techniques for the discovery, documentation, collection, and preservation of all types of evidence. Skill in providing expert court testimony regarding all phases of crime scene investigation and evidence collection processes. Ability to research and implement advancements in related technology and techniques, conducting training as necessary.

**FORENSIC VIDEO ANALYSIS**

Skill in performing analyses, extraction, and enhancement on all types of recorded surveillance and security multi-media formats. Skill in the use of a variety of forensic video computer hardware/software components and multi-media players/recorders designed for this purpose. Skill in researching and implementing new techniques and providing expert court testimony regarding analyses. Ability to work with investigators for the purposes of identifying specific footage of incidents for investigative, subject identification, court, and press releases.

**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

Three years of experience in the field of evidence identification relating to criminal investigations, including one year of experience in an assigned advanced specialty area.

**SPECIAL REQUIREMENTS:**

Must possess a valid motor vehicle operator's license.

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

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

**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 detainees 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  
Lab Equipment and Chemicals  
Typewriter  
Automated Fingerprint Identification System (AFIS) Equipment  
Discipline Specific Software  
Facsimile Machine  
Diagramming Equipment and CAD software  
Camera Equipment  
Telephone  
Motor Vehicles

Previous Revision Date(s):

11/18/94  
10/29/09  
10/25/12  
9/25/14