



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: CRIMINALIST

BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 2240

PAY RANGE CODE: 15.2 MC REVISION DATE: 3/31/16

NATURE OF WORK:

This is work serving as a shift supervisor in Forensic Investigations. Incumbents assign and review the work of subordinates, perform all phases of identification work, and provide technical advice to subordinates performing crime scene investigations and specialty functions. In addition, incumbents testify in court regarding evidence gathered. Direction and supervision is received from the Forensic Manager.

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.)*

Serves as Forensic Investigations shift supervisor on an assigned shift and maintains logs of statistical information, supply orders, and time and attendance records.

Serves as the Acting Forensic Manager in the absence of the Forensic Manager.

Assigns and reviews the work of subordinates, addresses personnel problems, and assists in planning work schedules and determining disciplinary action.

Performs fingerprint identification, classification, and confirmation; prepares reports of findings and notifies the Forensic Manager and a police officer in the Criminal Investigation Bureau.

Provides technical advice and practical experience to subordinates regarding all phases of crime scene investigations.

Provides technical advice and practical experience to subordinates regarding specialty areas, such as firearms and toolmark examinations, calibration and maintenance of breath-testing equipment, photo printing, advanced forensic graphics, and fingerprint identification confirmation.

Coordinates the collection, preservation, and identification of physical evidence from crime scenes.

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 performs gunshot residue tests.

Develops, enlarges, and prints color and black-and-white photos for the Police Department, Fire Department, and other City departments.

Maintains, calibrates, and certifies breath-testing equipment.

Researches new forensic methods and laboratory safety standards.

Assists in planning, coordinating, and conducting training for new employees.

Administers breath and blood alcohol concentration tests.

Performs identification checks on suspects.

Prepares advanced forensic graphics and prepares diagrams, charts, and drawings for court presentations, investigative aids, and training.

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.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

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.

Knowledge of the Henry Fingerprint Classification System.

Skill in the operation of breath and blood alcohol concentration testing instruments.

Skill in preparing charts, diagrams, and graphics.

Skill in taking and classifying fingerprints.

Skill in the use of cameras.

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

Skill in giving expert court testimony.

Skill in maintaining, calibrating, and operating breath alcohol testing instruments; preparing breath testing reports and statistics; and providing expert court testimony regarding breath alcohol instrumentation and records maintenance as prescribed in the Rules and Regulations from the State Department of Health.

Skill in preparing advanced forensic graphics, diagrams, charts, and drawings for court presentation, investigative aids, and training.

Skill and advanced expertise in performing latent fingerprint identification to include all phases of latent processing and photographic documentation, conducting difficult or unusual fingerprint comparisons, and providing expert dactylography court testimony.

Skill in performing advanced photo laboratory processes, including development, enlarging, and printing color and black-and-white film; maintaining camera and photography equipment; performing difficult photography assignments; and conducting photography training.

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.

Ability to learn and properly apply the policies and procedures of Forensic Investigations and the Omaha Police Department.

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

Ability to understand oral or written instructions.

Ability to coordinate the collection, preservation, and identification of physical evidence from crime scenes.

Ability to supervise the work of subordinate employees, to assign and review work, address personnel problems, assist in planning work schedules, and determining disciplinary action.

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

Ability to adhere to safety policies, procedures and guidelines.

Ability to stand and walk from 76 to 100% of the time; to sit, bend, stoop, squat, and crouch from 51 to 75% of the time; to reach, kneel, push, and pull from 26 to 50% of the time; and to climb and balance 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 (20) pounds from 34 to 66% of the time, and objects weighing up to ten (10) pounds 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

Four years of experience in the field of identification relating to criminal investigations, including one year in an advanced specialty area such as: firearms/toolmark examination, breath testing equipment maintenance, forensic graphics, latent fingerprint examination, photo processing, crime scene specialization, or forensic video analysis.

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 blood and 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 also involves exposure to infectious and contagious diseases, unsanitary health habits, and contact with sputum, urine, feces, sperm, blood, and vomit, which requires adherence to Universal Barrier Precautions.

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

Camera Equipment

Facsimile Machine

Automated Fingerprint Identification System (AFIS) Equipment

Discipline Specific Software

Telephone
Diagramming Equipment and CAD software
Motor Vehicles

Previous Revision Date(s):

4/29/93

11/18/94

9/25/14