

**MAJOR FUNCTION**

This is highly technical and supervisory work directing employees in the Tallahassee Police Department's Forensics Section who are engaged in collection, documentation, analysis and identification of physical evidence. This employee is also responsible for planning, coordinating and supervising crime scene investigations as necessary. Work is performed with considerable independence in accordance with departmental rules and regulations, under the general direction of the Manager of Forensic Services. Work is reviewed through observation, reports and results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Coordinates and directs the work of technical and professional staff in the collection of pertinent evidence at the crime scene, including searching for latent fingerprints, photographing the crime scene, and preparing diagrams, exhibits and charts for court proceedings. Supervises and participates in the analysis and examination of physical evidence for the purpose of scientific conclusion and identification. Writes or reviews analytical reports comprised of findings and or opinions regarding crime scene evidence. Responds to all major crime scenes and supervises and participates in the search, documentation, collection and preservation of evidence. Presents expert testimony and opinions in both criminal and civil court proceedings. Coordinates and cooperates with other law enforcement agencies in crime scene, identification, and physical evidence matters and participates in meetings and workshops with state and local forensic units. Provides technical assistance in collecting, identifying, examining and preserving physical evidence. Researches and makes recommendations regarding protocol, new techniques and/or equipment. Recommends the hire, transfer, promotion, discipline, and discharge of assigned staff. Conducts performance evaluations of direct reports. Provides training to law enforcement personnel and assigned staff in the technical aspects of fingerprinting, latent fingerprints, photography, crime scene analysis and the collection, preservation, and examination of physical evidence. Assures that a complete chain of evidence is established for court presentation. Performs related work as required.

**Other Important Duties**

Conducts presentations and trainings to department sworn and civilian personnel. Participates in department, division, bureau, forensic services activities, and meetings. Complies with all department, division, bureau, Forensic Services policies, and procedures. Performs other related duties as required. Conducts forensic casework and testimony as needed. Participates in proficiency testing program, as required. Responsible for the care, custody and control of all property assigned. If property is lost or damaged through the member's negligence or misuse, the member may be subject to disciplinary action or be required to reimburse the department for the loss or damage. As a member of a law enforcement agency, during any critical incident or disaster (both natural and man-made), may be designated as an essential service position for a given period, and you may be required to work after normal business hours, during office closures, or during weekends and/or holidays when needed. Prepares forensic service on call schedule.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of the procedural methods used in collecting, analyzing and preserving physical evidence and the use of such evidence in establishing guilt. Thorough knowledge of crime scene procedures. Thorough knowledge of standard fingerprint classification practices, purposes, methods, records, and equipment used in identifying persons. Considerable knowledge of laboratory techniques in the performance of chemical and microscopic examinations. Knowledge of the Tallahassee Police Department's, the Criminal Investigation Bureau's, and Forensic Services, and the City of Tallahassee's Policies and Procedures, laboratory policies and accreditation requirements. Knowledge of the

principles and practices of quality assurance and quality control. Knowledge of purchasing procedures. Some knowledge of each of the various disciplines available to perform examination and analysis of physical evidence for the purpose of scientific conclusion and identification. Ability to prepare clear and concise reports. Ability to preserve physical evidence and identification data. Ability to supervise and train personnel. Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to provide expert testimony in court proceedings. Ability to monitor the quality of work product. Skill in communicating with, leading, and motivating members. Skill in appraising the performance of others. Knowledge of TPD's and Forensic Services selection criteria. Ability to coordinate repairs, preventative maintenance, and calibration of equipment. Ability to establish and maintain attendance and leave. Ability to perform essential functions in a crime laboratory environment while potentially exposed to adverse environmental conditions such as dirt, dust, pollen, odors, wetness, temperature extremes, fumes, machinery, electric currents, toxic agents, disease, pathogenic substances, explosive and repetitive wrist motion. Skill in communicating on forensic services and personnel matters. -.

#### Minimum Training and Experience

Possession of a Bachelor of Science degree in forensic science, one of the physical or natural sciences or a related field and four (4) years of professional or technical experience in forensic analysis or crime scene investigation that includes collection and preservation of physical evidence, and photography, or fingerprint identification or classification with a recognized law enforcement agency.

or

Possession of a non-science bachelor's degree and six (6) years of professional or technical experience in forensic analysis or crime scene investigation that includes collection and preservation of physical evidence, and photography, or fingerprint identification or classification with a recognized law enforcement agency.

or

Possession of an Associate of Science degree in forensic science, one of the physical or natural sciences or a related field and six (6) years of professional or technical experience in forensic analysis or crime scene investigation that includes collection and preservation of physical evidence, and photography, or fingerprint identification or classification with a recognized law enforcement agency.

A Master of Science degree in physical, biological or forensics science may substitute for one year of the required experience.

Completion of any specialized FBI courses relating to the above experience may be substituted on a month-for-month basis for the required work experience.

#### Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Applicants should truthfully complete the Criminal History Questions on the City Employment Application. Any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify an applicant. The top applicant chosen for this position will be required to complete and pass a Truth Verification Examination and a pre-employment psychological examination prior to an employment offer being made.

Established: 06-24-84

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