

	KENOSHA POLICE DEPARTMENT			
	POLICY AND PROCEDURE			
	21.20 Job Specifications - Criminalist			
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Criminalist

I. Characteristics of the Class

A criminalist performs complex chemical, physical and microscopic analyses of physical evidence; conducts finger and palm print impression evaluations and comparisons and can affect a match. In addition a criminalist may be a qualified Automated Fingerprint Identification System operator (AFIS) as well as an eTrace operator for the Alcohol Tobacco and Firearms (ATF); serves as an expert witness in court; assists in directing, coordinating the policy as well as training for evidence personnel. A criminalist is highly trained individual with a specific skill set that can serve any agency that needs assistance, as authorized by the chief of police. Finally, the criminalist testifies in courts of law, explaining and/or demonstrating to the judge and jury about the conclusions reached.

II. Examples of Essential Functions (Illustrative only)

- A. Knowledge of ASCLD-LAB accreditation standards/criteria.
- B. Knowledge of forensic analysis techniques for various types of physical evidence.
- C. Ability to present complex scientific findings in court, demonstrates critical thinking skills, and train personnel in scientific/forensic investigation.
- D. Ability to effectively and tactfully communicate both orally and in writing.
- E. Ability to use computers and scientific instruments, take aerial photographs, work with and around biological and chemical hazards and dead bodies.
- F. Ability to follow written policy manuals and scientific procedures.
- G. Ability to successfully demonstrate technical competence through the completion of an accredited or regionally recognized technical training program.

21.20 Job Specifications - Criminalist

- H. Ability to maintain proficiency in forensic analysis and successfully complete annual proficiency testing.
- I. Willingness to maintain membership with a forensic science professional organization.
- J. Researches scientific/technical literature and forensic methods; attends training to maintain current knowledge and skills; develops/validates new or improved techniques for use in the forensic analysis of evidence; write, reviews, and updates technical protocols, quality assurance policy/procedures, safety and health policies, and operational policies/procedures.
- K. Provides training to criminalist, agents, crime scene technicians, law enforcement officers, forensic scientists, and prosecutors; represents the laboratory at committees, meetings, boards, and professional organizations; makes presentations to civic, educational, professional, law enforcement and other interested groups; occasionally give media interviews.
- L. Develops and maintains effective professional communications and working relationships with peers, co-workers, supervisors, administrators, law enforcement officers, medical examiners, forensic professionals, prosecutors, educators, and professional organizations; advises, educates and assists investigators and prosecutors in furthering criminal investigations and in preparing cases for trial by providing guidance on appropriate laboratory testing, and on the meaning, significance and applicability of the results of forensic analysis.

(Note: The essential functions listed above are intended as illustrations of the various types of work performed by persons in positions covered by this classification specification. This list is not all inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the position. Management reserves the right to assign employees in this classification to duties not listed above if the duties are fairly within the scope of responsibilities applicable to the level of work performed by employees in positions covered by this classification specification. This classification specification does not create an employment contract between the City and the employee and is subject to change by the City as the needs of the City and the department change over time.)

III. Requirements

A. Training and Experience:

1. Ten (10) years of full-time sworn law enforcement experience. Be a certified/trained evidence technician. Have successfully completed specialized training in forensics.

B. Knowledge Skills and Abilities:

1. Function as the lead evidence authority on major crimes scenes.
2. Process items submitted by officers for latent print recovery, using specialized equipment.
3. Ability to classify, identify, compare and match fingerprints for identification purposes.
4. Process the fingerprint request for internal affairs, citizens, I.e., military clearance, police applicants, probation and parole, outside agencies, etc.
5. Annually evaluate the forensic units future needs. Research various sources for equipment, supplies and submit proposals as requested. Maintain AFIS and eTrace credentials.
6. Examine latent lift cards submitted by evidence technicians to determine the viability of the latent lift cards for comparison / AFIS purposes. Maintain chain of evidence.
7. Prepare written reports as to those latent lifts identified against known offenders. Provide necessary expert testimony in court of law.
8. Ability to use the AFIS terminal.
9. Be proficient in digital photography.
10. Perform minor forensic video analysis.
11. Maintain and re-stock specialized equipment in the criminalist vehicle.
12. Prepare and conduct training sessions for detectives, patrol and evidence technicians.
13. Take and maintain digital images of department personnel.
14. Perform other such duties as assigned by the Chief of Police or his designee.

21.20 Job Specifications - Criminalist

C. Physical Requirements:

1. Perform all the duties of a Police Officer and assigned tasks. Operate Police equipment as efficiently and economically as possible under a variety of conditions and in accordance with law and established procedures. This includes but is not limited to vehicles, weapons, computer and radio equipment, cameras and audio and video recording equipment.

D. Environmental Requirements:

1. Task requires that work be performed in adverse environmental conditions.

E. Sensory Requirements:

1. Task requires color perception and discrimination with no impairment. Task requires sound perception and discrimination. Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires texture perception and discrimination. Task requires visual perception and discrimination in each eye correctable to 20/20. Task requires oral communications ability.

F. Possession of a valid driver's license with a good driving record.

G. Appointment:

1. This position shall be an appointment at the discretion of the Chief of Police.

FLSA Status: Non-Exempt