



DATE	December 2014
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Criminalist

DEPARTMENT/DIVISION: Police, Criminal Investigative Division

REPORTS TO: Police Department Crime Scene and Property and Evidence Unit Sergeant

SUMMARY: Responsible for leading the forensic investigation unit as well as latent print and mobile forensic analysis.

ESSENTIAL JOB FUNCTIONS:

- Act as lead forensic investigator, latent examiner and mobile forensic examiner..
- Manage lab facility and investigative processes of Criminal Investigation Division.
- Investigates crime scenes onsite by documenting and collecting evidence, preserving and packaging evidence according to established standards.
- Analyze, process, and document crime scenes using various forensic techniques and processes including photography, digital video, measurements, and diagrams.
- Completes lab reports and case supplement reports through case management.
- Testifies in court to present physical and photographic evidence collected.
- Responds to crime scenes and emergency situations during regular work hours, evenings, and after routine hours.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to work independently or with a team.
- Ability to communicate effectively verbally, in writing, and with a police radio.
- Ability to work night or weekend shifts as required.
- Able to grasp, handle, feel and type.
- Ability to use hand tools or power tools to perform job functions
- Ability to work with mathematical operations, methods, and functions.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited university with a Bachelor’s Degree in forensic science or related field.
- 3 years of crime scene investigative experience
- Completion of 160 certified hours in Latent Print Training (Beginner through Advanced required)
- Completion of 16 hours in Court Room Testimony Training
- Certified Mobile Forensic Analyst, or, Certified Forensic Video Analyst, with completion of 40 hours in Mobile or Video Forensic Training

WORKING CONDITIONS:

- While performing the duties of this job, the employee is regularly required to lift heavy items (up to 50 pounds), stand, walk, speak clearly, listen attentively, and occasionally speak/hear over the sound of traffic.
- Frequent reaching, sitting, standing, climbing, talking, seeing, and hearing.
- Work is performed in various, possibly hostile, environments and weather conditions.
- Direct contact with citizens, police personnel, city personnel, and outside agencies.
- Proficient in the use of technology including computer workstations and forensic investigative equipment.

CONDITIONS OF EMPLOYMENT:

- Must pass a pre-employment drug screen
- Must pass a Polygraph and Psychological Exam
- Must pass a pre-employment physical exam
- Must pass a criminal history check
- Must pass forensic aptitude and ability testing
- Must pass a motor vehicle records checks and be insurable to drive city vehicles
 - Three (3) or more moving violations in the last three (3) years.
 - Three (3) or more preventable accidents in the last two (2) years.
 - Two (2) chargeable vehicle accidents within the past two (2) years,
 - Or any combination of three (3) or more of moving violations or preventable City accidents within the last three years.
- Must possess a valid Texas driver's license