

# FORENSIC LAB TECHNICIAN

## CLASS DESCRIPTION

### General Responsibilities:

This is varied technical, maintenance, and general support work associated with the activities of the Police Department Forensic Services Unit. Work is primarily related to proceduralized photo lab duties, digital editing, storage and tracking of digital and photographic evidence, the maintenance of Forensic Services Unit equipment and supplies, and routine crime scene support work in assisting investigators, as assigned. Under general supervision, work is focused on proceduralized tasks in support of law enforcement activities.

### Examples of Duties and Responsibilities:

Perform forensic video analysis of evidentiary video, including image clarification, integrity verification and authentication. Archive, manage, and provide analysis of evidentiary video from patrol cars and the City surveillance camera system. Duplicate video while maintaining chain of custody and rules of evidence standards.

Perform routine photo lab duties. Print photos as requested from negatives or from digital files. Develop film and file negatives. Mix and maintain photo chemistry. Take routine lab photos, as assigned. Maintain related photographic materials. Perform photographic and video comparisons.

Perform graphic design work, including preparing displays and exhibits for court.

Maintain designated crime scene equipment. Ensure that generators, light stands, and other tools related to crime scene investigations are kept in a serviceable condition. Make minor repairs and adjustments and/or recommend and coordinate more substantive repairs (or equipment replacement).

Perform diverse lab support work. Order supplies and equipment as required/assigned. Restock inventory according to protocols. Maintain and file related reports, records and other documentation. Maintain quality control standards and input data into fingerprint and/or other specialized databases.

Assist investigators at crime scenes by retrieving and setting up equipment and/or performing routine manual tasks, as directed.

Provide testimony in court regarding analysis of video and photographic evidence.

Perform related work as assigned.

## QUALIFICATIONS

### Knowledge, Skills and Abilities:

Working knowledge of basic photographic methods and materials. Knowledge of standardized office administrative practices and procedures. Knowledge of relevant equipment maintenance procedures. Ability to safeguard confidential and sensitive information regarding investigations and analytical results. Ability to effectively communicate both orally and in writing. Ability to follow directions. Ability to use computers to perform digital clarification of photos, to review and edit surveillance video, and to prepare various documents and exhibits using graphic design software. Ability to use chemicals to clean and maintain photo developing equipment. Ability to utilize basic hand tools. Ability to access diverse field locations and to work in adverse weather conditions. Ability to provide testimony in court regarding analysis of video and photographic evidence in criminal cases. Ability to understand and follow rules of evidence and chain of custody procedures. Ability to maintain adequate attendance.

### Training and Experience:

Generally, positions in this classification will require:

Two years experience working in a photo developing setting or video editing, with experience operating digital cameras with complex lenses and manual focus. Possession of an associate's degree in photography, video or digital imaging, graphic design, or a related field may be substituted for the experience requirements. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

### Necessary Special Qualifications:

Possession of a valid driver's license or the ability to meet the transportation requirements of this position.

Incumbents will be required to attend courses in Forensic Video Analysis as determined by the Police Department. Failure to attend required courses may result in removal from the position, absent extenuating circumstances.

### Physical Requirements:

Work is performed in a lab setting. The incumbent is expected to work with hazardous chemicals as it relates to the photo processing equipment. Aprons and other protective equipment will be provided. The incumbent is also expected to lift equipment and boxes of paper and chemicals weighing up to 50 pounds. Finally, the incumbent may be required to travel and access crime scenes to deliver equipment or assist investigators in all types of weather conditions.

<b>Department/Division</b>	<b>Comp. Group</b>	<b>Range</b>
Police Department	16	11

Approved: \_\_\_\_\_  
Brad Wirtz  
Human Resources Director  
Date