

IDENTIFICATION TECHNICIAN I

Hours: Monday – Friday with the potential shifts of 7:00 a.m. – 3:00 p.m., 3:00 p.m. – 11:00 p.m., or 11:00 p.m. – 7:00 a.m. The determination of the available shift will be based on seniority.

Pay Grade: 15, CWA

FLSA: Non-Exempt

General Statement of Duties:

Performs technical criminal identification work in the field and laboratory; does related work as required.

Distinguished Features of the Class:

An employee of the class is responsible for the processing of crime scenes and major accident scenes utilizing modern laboratory and other criminalistic practices to preserve evidence, to identify suspects, and/or to determine responsibility. An incumbent in this classification exercises considerable independence in the performance of duties under general supervision.

Essential Job Functions:

1. Investigates crime scenes and major accidents for identification purposes:
 - Photographs and makes diagrams of crime and accident scenes
 - Fingerprints suspects, victims, and deceased persons
 - Processes stolen and recovered vehicles of criminal offenses
 - Searches for, collects, and preserves physical evidence of crime scenes and accident scenes
 - Interviews victims and witnesses
 - Processes scenes and/or evidence for latent fingerprints
 - Takes plaster casts and impressions
 - Performs gunshot residue tests
 - Maintains integrity of accident and/or crime scenes
 - Maintains the chain of evidence
 - Collects and preserves evidence at autopsies, including photographing wounds and injuries, fingerprinting, collecting hair, fiber, clothing and other samples, reviewing the nature of injury with pathologists, and preparing reports of findings
 - Correctly prepares and applies chemicals used for evidence development based on the type of materials being processed and employed by a particular situation as needed

2. Operates technical equipment:

- Operates film and digital cameras in the field and laboratory
- Operates a variety of computers, printers, and office equipment
- Operates police vehicles
- Operates police communication equipment, two-way radios, and metal detectors
- Makes microscopic and chemical analysis of suspected controlled substances using lab equipment, chemicals, and microscopes
- Operates Automated Fingerprint Identification System (AFIS) workstation for latent print entry and verification
- Operates a variety of specialized Crime Lab equipment in the lab or at a crime scene or accident scene

3. Maintains identification records system:

- Records, preserves, classifies and files fingerprint identifications and ten print cards as needed;
- Maintains filing system for photographic media;
- Maintains a case filing system;
- Determines a person's identity through fingerprints;
- Prepares concise and comprehensive analysis reports.

4. Performs other identification assignments:

- Fingerprints taxi-cab applicants and other applicants
- Submits completed fingerprint cards to state and federal agencies
- Makes fingerprint comparisons between latent and known prints
- Packages and preserves evidence for submission to state and federal laboratories
- Provides assistance to records and property management personnel
- Assists in preparing advanced diagrams, charts, and drawings for court presentations, investigative aids, and training
- Performs serial number restorations on such things as weapons, cars, motorcycles, tools, and machinery, determines appropriate tests to run, and photographs resulting serial numbers, preparing reports of findings
- Maintains security and confidentiality of all reports, records, and investigative matter under his/her care and control not subject to public disclosure
- Performs other duties which may be required by department policy, employee's supervisor, or department head

Required Knowledge, Skills, and Abilities:

Ability to learn and develop skill in specialized criminalistic operations such as photography, fingerprinting, collecting, and preserving evidence; drawing crime scenes and diagrams; performing chemical tests; ability to operate computers, office machines, and lab equipment; ability to work independently using good judgment; ability to make mathematical computations;

ability to prepare precise and comprehensive reports in the English language with clearly organized thoughts using proper sentence construction, punctuation and grammar; ability to maintain composure at crime or accident scenes; ability to communicate effectively with staff and public in the English language by telephone or in person; availability for evening, night, day, weekend, holiday, and overtime hours; ability to organize and maintain records; ability to give accurate and effective court room testimony; ability to operate a motor vehicle; ability to understand oral or written instructions. Must be able to obtain Level 1 – Certified Scene Investigator certification through testing approved by the International Association for Identification within twenty-four (24) months of hire.

Acceptable Experience and Training:

Requires a high school diploma or GED supplemented by two years' post-secondary education in law enforcement, physical science, criminal/forensic sciences or a closely related field and two years' experience in law enforcement. A four year degree is preferred. An equivalent combination of education and experience may be accepted. A drug test will be included as part of a conditional offer of employment. Must become a resident of the State of Iowa within two years of appointment.

Physical Abilities:

Must have ability to safely operate and maintain assigned police vehicle and equipment. Work requires the ability to frequently lift and/or carry equipment, supplies, evidence, and other materials weighing up to 50 pounds and occasionally lift, carry, or move objects weighing up to 75 pounds. Must have ability to frequently sit, stand, walk, stoop, crouch, reach, squat, crawl, kneel, balance, climb and/or push/pull objects as well as demonstrate the ability to enter and crawl in confined spaces and maneuver around objects; requires ability to display physical endurance and stamina and adequate manual dexterity. While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms each on a frequent basis during evidence collection and documentation of crime scene.

Special Working Conditions:

Depending on the locations of crime scenes, investigation work may include moving body parts and bloody clothing, and 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. Employees may have to perform duties in conditions involving emotionally charged situations and overt hostility. Many crime scenes are in dangerous, unsanitary locations, and involve unsightly and disturbing sights such as a murder victims, suicides, and motor vehicle accidents. Work requires adherence to Universal Barrier Precautions since it involves exposure to infectious and contagious diseases, unsanitary health habits, and contact with sputum, urine, feces, sperm, blood, and vomit.