

	KENOSHA POLICE DEPARTMENT		
	POLICY AND PROCEDURE		
	21.20 Job Specifications – Forensic Officer		
Effective Date:	5/1/2016	Revision Date:	5/12/2022
Action:	Replaces 21.20 Job Specifications – Criminalist		Number of pages: 3

FORENSIC EXAMINER

I. Characteristics of the Class

The purpose of this classification is to perform a variety of crime scene investigation duties within the Police department. This is a sworn position responsible for complex crime scene investigations as well as using various types of equipment; locating, processing, securing, and packaging physical evidence for scientific evaluation and comparison; preparing detailed reports on the observations and activities at the scene and at the Wisconsin State Crime Lab; and testifying in court regarding the findings and processing methods used at the scene. There are no promotional opportunities within this designation.

II. Examples of Essential Functions (illustrative only)

- A. 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.
- B. Provides training to crime scene evidence technicians, law enforcement officers, and prosecutors; makes presentations to civic, educational, professional, law enforcement and other interested groups.
- C. Knowledge of forensic analysis techniques for various types of physical and/or digital evidence.
- D. Ability to present complex scientific findings in court, demonstrate critical thinking skills, and train personnel in scientific/forensic investigation.
- E. Ability to effectively and tactfully communicate both orally and in writing.
- F. Ability to use computers and scientific instruments, use various photographic equipment, and work with and around biological/chemical hazards, including in dead bodies.

- G. Ability to demonstrate and maintain technical competencies and maintain proficiency in forensic analysis.
- H. Ability to maintain memberships with forensic science professional organizations.
- I. Research scientific/technical literature and forensic methods; attend training to maintain and improve current knowledge and skills. Assist in development of new policies and procedures related to crime scene evidence.

III. Requirements

A. Training and Experience

Five years of full-time sworn law enforcement experience as well as knowledge and experience as an evidence technician. Have successfully completed or willingness to successfully complete specialized training in forensics. Must meet requirements of and be able to perform all duties related to the position of police officer.

B. Knowledge, Skills, and Abilities

1. Function as lead evidence technician on major crime scenes.
2. Process the fingerprint requests for Professional Standards, citizens i.e., military clearance, police applicants, probation and parole, outside agencies, etc.
3. Evaluate the department equipment and/or training needs, on an ongoing basis, related to crime scene evidence gathering and processing.
4. Assist with ETRACE and NIBIN submissions as requested. Attend related training as needed and maintain credentials.
5. Be proficient in digital photography.
6. Assist with the collection and analysis of digital video.
7. Maintain and re-supply specialized equipment stored in forensic vehicle.
8. Prepare and conduct training sessions at department.
9. Perform other such duties as assigned by the Chief of Police or designee.
10. Work the assigned hours and shift with availability for off-duty call in.
11. Establish a permanent detailed record describing the crime scene and processes performed in the lab by writing detailed reports, preparing accurate sketches, and diagrams and by applying professional photographic techniques.
12. Knowledge and ability in the proper procedures for crime scene processing including but not limited to securing, protecting, photographing, video recording, sketching/diagramming, collecting, preserving, packaging, and storing evidence.
13. Attends and photographs autopsies and relays information gathered from the crime scene/evidence to the Medical Examiner/pathologist.

C. Physical Requirements

1. Perform all the duties of a police officer and assigned tasks. Operate police equipment under a variety of environmental conditions. This includes but is not limited to vehicles, weapons, computer and radio equipment, cameras, and audio/video equipment.

D. Sensory Requirements

1. Color, sound, odor, depth, and texture perception/discrimination with no impairment. Visual perception and discrimination in each eye, correctable to 20/20.

FLSA Status: Non-Exempt