



January 2024

FLSA: EXEMPT

FORENSIC ANALYST I/II

DEFINITION

Under general supervision, performs a variety of advanced technical support activities associated with the tracking, handling and safekeeping of digital and physical evidence and found property for the Eureka Police Department. This includes maintaining the physical integrity and control of evidentiary items in the City's custody, data input, material cataloging, processing and disposal, and maintaining the chain of evidence. Additionally, this classification develops and maintains procedures, processes and tools to support the systematic analysis of crime statistics.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general direction from assigned supervisory or management personnel and considerable leeway is granted for the exercise of independent judgement and initiative. No direct supervision of staff is exercised however incumbents may exercise technical and functional direction over support staff.

CLASS CHARACTERISTICS

The Forensics Analyst classification is the highest level in the Evidence/Forensic job series and it is responsible for all analytical, technical and administrative duties herein. Incumbents with well-developed analytical skills apply specialized rules, regulations, policies, procedures, and activities related to the property, evidence and court liaison functions. This class is distinguished from the Evidence Technician classes by the performance of difficult, analytical, complex and/or specialized duties that require application of a larger base of technical knowledge and skill in addition to standard office support skills. This class is further distinguished in that the Forensics Analyst reports directly to the Chief.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Prepares evidence for submittal to outside agencies or labs for analysis, including packaging, securing, and preserving evidence items, preparing required forms, and submitting forms with evidence to labs.
- Initiates, organizes, updates, maintains, and controls access to complex filing systems and records, including highly sensitive case files.
- Acts as liaison with the court and other offices requiring the transmission of documents and the coordination of criminal filings and court appearances; may serve as an expert witness in court proceedings; prepares evidence for officers and investigators for court proceedings; maintains records and tracks such actions.
- May receive and screen visitors and telephone calls; answer questions, distributes forms and provides a variety of information requiring the use of judgment and the interpretation of laws, policies and procedures.
- Performs difficult, complex, technical and/or specialized office support work that requires the exercise of independent judgment, the application of technical skills and a detailed knowledge of the activities and procedures specific to the Police Department.

- Researches and assembles information from a variety of sources for the preparation of periodic and special reports or the completion of forms; uses spreadsheets and makes arithmetic and statistical calculations.
- Prepares reports on crime trends and statistics.
- Reports crime trends and statistics to Chief and other various stakeholders.
- Prepares correspondence, reports, forms, receipts, brochures and specialized documents, such as letters to investigators, property claim letters to citizens, and other correspondence.
- Provides training and technical assistance to co-workers, including providing instruction on proper evidence collection and maintenance techniques.
- Identifies, secures, processes, and documents crime scenes, including collecting and identifying physical evidence, establishing parameters, photographing and video-taping as required, processing for fingerprints, preparing scene sketches as required, and preparing a suspect composite sketch from witness testimony.
- Receives property and evidence, documents the receipt, maintains the physical integrity and control and the chain of custody, and physically stores the property and evidence in the designated property and evidence room.
- Searches for latent fingerprints; uses alternate light sources, processes items for fingerprint evidence and compares fingerprints to establish identification, including processing collected evidence items, comparing fingerprints to known individuals to confirm or reject as contributor, and inquiring, utilizing appropriate databases, to attempt identification of developed fingerprints when suspect is unknown.
- Prepares specialized displays, graphs, charts, diagrams, photo enlargements, and related documentation as needed to reconstruct or describe crime scenes for court purposes and/or to interpret evidence.
- Reconstructs crime scenes; searches for evidence; collects and preserves evidence; examines evidence for microscopic evidence (hairs and fibers); examines various types of biological evidence, including DNA; Performs presumptive chemical tests on various types of substances, including blood.
- Analyzes diverse items of physical evidence for the detection, comparison and preservation of footwear and tire impressions. This includes the utilization of highly technical processes for detecting and preserving footwear and tire impressions; including chemical, mechanical and photographic.
- Writes detailed technical reports of work performed. Prepares exhibits for and testifies in court concerning evidence, chain of evidence, and crime scenes.
- Maintains and oversees DNA samples collected and sent for third-party processing. Ensures locally maintained database operates within agency policy. Performs case review to determine item eligibility for analyses.
- Analyzes diverse items of digital media using forensic software and hardware to acquire/extract the data from the digital media and utilizes technical processes to extract data from damaged and/or locked devices.
- Performs a variety of computer forensic and electronic discovery services from digital media including digital evidence preservation, forensic analysis, data recovery, electronic mail extraction, and database examination. Digital media including a wide variety of electronic data storage and transfer devices including computers, laptops, cell phones, tablets, and removable media.
- Collects, transports, receives, inventories, stores, and preserves digital video surveillance evidence.
- Performs investigative searches to identify the links between suspects, vehicles, and modus operandi to determine their connection to particular crime cases.
- Using suspect/arrest reports, modus operandi, and applicable field contact report information, creates suspect/crime correlation analyses to link known or suspected offenders to open or unsolved crime cases.
- Develops and analyzes data relating to various elements of criminal activity. Prepares and presents intelligence assessments regarding local gang activity and associated crime. Maintains/develops information on known or suspected gang members associated with criminal cases.

- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Current forensic methods and techniques used in the collection, analysis, evaluation, preservation, and presentation of physical evidence.
- Techniques and procedures used in developing, collection, and analyzing fingerprint evidence.
- Functions, terminology, services, and principles and practices of law enforcement work.
- Applicable Federal, State, and local codes, regulations, policies, technical processes and procedures, including penal, vehicle, and health and safety codes and regulations.
- Techniques for records management and evidence processing, including records disbursement and chain of evidence procedures.
- Methods used in the collection, tabulation, review, analysis and distribution of evidence and property, forms, reports and documents.
- Modern still and video photography techniques and equipment.
- Documents crime scenes/evidence utilizing digital photography, 2D/3D scanning/ mapping technology.
- Record keeping and filing principles and practices.
- Business arithmetic and basic statistical techniques.
- Basic biology, physics, anatomy, and chemistry.
- Computer applications related to the work, including data tracking, word processing and basic spreadsheet applications.
- Information sources and trends in the field of crime statistical analysis.
- National Incident-Based Reporting System (NIBRS) guideline.
- Modern office practices, methods and computer equipment.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Perform technical, detailed and responsible law enforcement support work.
- Conduct complex criminal evidence collection and analysis.
- Photograph and videotape crime scenes, traffic collision scenes, and develop latent and patent fingerprints, tire tracks, and tool marks.
- Prepare charts and detailed sketches of crime scenes.
- Conduct and interpret chemical analyses of possible controlled substances.
- Read, interpret, apply and explain rules, policies, codes and procedures.
- Prepare clear, concise and accurate reports, correspondence and other written materials.
- Organize, research and maintain technical and administrative files.
- Enter data into a computer system and prepare written materials with sufficient speed and accuracy to perform the work.
- Make accurate arithmetic and statistical calculations.
- Use accepted statistical methods to summarize and manipulate data.
- File and maintain automated and hard copy records with speed and accuracy.
- Organize own work, set priorities and meet critical deadlines.
- Operate modern office equipment including computer equipment and software programs, as well as a digital camera.

- Use English effectively to communicate in person, over the telephone and in writing.
- Represent the City effectively in dealings with community organizations, residents, other law enforcement organizations and agencies and the public.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Forensics Analyst I and II

Equivalent to an Bachelor’s degree in public administration, criminal justice, or a related field, and four (4) years of experience in crime scene processing.

Forensics Analyst I

- Must possess Certificate of Completion from the California Department of Justice Evidence Course or equivalent
- A minimum of 100 hours in P.O.S.T.-certified (or equivalent of) advanced training related to the position.

Forensics Analyst II

All requirements listed above for Forensics Analyst I in addition to:

- Completion of a Crime Analytics course within one year of appointment.

License:

- Valid California class C driver’s license with satisfactory driving record may be required.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read written materials, a computer screen and examine evidence; color vision to distinguish between evidence and property characteristics; and hearing and speech to communicate in person and over the telephone and/or radio; This is primarily a sedentary office classification that requires extended periods of time of sitting; standing in work areas and walking between work areas may also be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions; may occasionally be exposed to hazardous physical substances. Employees may also work outdoors in a variety of weather conditions and with exposure to potentially hazardous or disagreeable situations. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.