

Criminalist (2234)
Task List 2021

1. Receives requests for service from investigators related to crime scene investigations and evidence examination conducted in the laboratory and processes the requests by entering the request into an electronic database.
2. Confers with investigative officers regarding background information (i.e., information known about crime) and evidence already found in order to determine resources needed for the investigation, such as personnel (e.g., blood spatter specialist, bullet path analyst) and specialized equipment (e.g., 3D image scanner, electrostatic dust print lifter).
3. Provides verbal advice or instructions to other Police Department personnel (e.g., Forensic Print Specialists, Photographers) in order to coordinate crime scene activities (e.g., document, identify, and collect evidence) and to ensure that all evidence is accurately preserved for further processing.
4. Documents, preserves, and collects physical evidence at crime scenes using standard techniques that include identifying items in place, photographing the items, and measuring locations of evidence relative to other evidence items and stationary objects.
5. Examines possible evidence such as bloodstains, semen stains, dust prints, hairs and fibers at crime scenes by performing standard chemical screening tests and standard evidence collection and search techniques employing tools, such as lifters, oblique lighting, and alternate light sources.
6. Labels evidence items with unique identifiers and collects items of evidence and exemplar items using devices such as forceps, bags, boxes, accelerant containers, scissors, casting material, and hand tools for dismantling or evidence collection, in order to preserve evidence for transportation to the crime lab.
7. Books evidence by completing a property report for submittal to the property system and determines appropriate storage conditions (i.e., shelf, climate control, refrigerated, and frozen) in order to properly preserve items of evidence and to maintain an appropriate chain of custody.
8. Examines evidence and writes laboratory reports regarding the results of laboratory testing, including the uniqueness of the evidence examined, blood-alcohol calculations, comparisons between evidence and exemplar items, and the identification of controlled substances, to police officers, investigative personnel, and attorneys in order to answer questions or provide information.

9. Appears as expert witness by presenting evidence, conveying crime scene observations, explaining the methods and results of analysis, and testifying in a neutral and unbiased manner under both direct and cross examination.
10. Performs activities to keep current in the field of criminalistics such as reading scientific journals and textbooks, attending scientific seminars and continuing education training, conferring with manufacturer's representatives or various forensic product and equipment suppliers, and conducting field observations (e.g., participating in DUI task force programs).
11. Represents the Criminalistics laboratory through tours of the facility or presentations to various civic and police groups and potential police candidates in order to explain, in understandable terms, the methods, materials and equipment used by Criminalists in their work.
12. Assists Police personnel with rendering firearms safe by visual inspection and unloading the firearm if necessary, then providing identifying information about the firearm for the property report.
13. Performs analytical tests appropriate to the evidence and unit following current accreditation criteria, approved procedures, and protocols (e.g., ANSI National Accreditation Board [ANAB]) and records and documents test results following accreditation criteria for casework documentation.
14. Maintains equipment, reagents, and other testing materials in accordance with Quality Assurance policies and procedures by performing activities such as calibrating equipment and validating testing methods.
15. Presents classroom training for officers, detectives, other criminalists, and other law enforcement personnel regarding breath alcohol instrument operation, crime scene evidence collection methods, firearms evidence, and Serology/DNA.
16. Reviews casework for technical accuracy to ensure results are supported by approved test methods.